

Job Description

Job Title	11+ English Continuous Writing Marker
Grade	£188 per day, or pro rata as required
Hours	As needed
Reports to	Chief Marker, Assistant Head (Curriculum)
Liaison with	Office Manager, Exams and Data Administrator, 11+ Invigilation and Marking Team
Job Purpose	Marking 11+ English Continuous Writing papers
	• To proactively support the school core values of compassion, respect, generosity and support • To ensure equality, diversity and inclusion informs personal behaviour, in line with school policy • To take a proactive approach to support the well-being of others, as well as looking after personal well-being • To support the collegiate approach to the workplace, supporting others across the school
Duties	The tasks that the post-holder will be expected to perform include: • Accurate marking of 11+ English Continuous Writing papers. • Understanding and application of an agreed mark scheme. • Raise any queries with the Chief Marker. • Maintain confidentiality and security of test scripts. • Alphabeticalise the collation of marked papers.
General	• To undertake any training required commensurate with the post. • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace. • Ensure that all duties and services provided are in accordance in the School's Equalities / Equal Opportunities policies. • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headmaster to carry out appropriate duties within the context of the job, skills and grade.