

Explanatory notes for applicants for language specialist work

Asset Languages

Asset Languages is a voluntary assessment scheme, which supports the National Languages Strategy by providing recognition of achievement and associated accreditation options, against the DfES Languages Ladder.

Asset Languages allows students to develop unique languages profiles, by separately assessing the four skill areas: reading, writing, speaking and listening.

Asset Languages is built around an adaptable combination of teacher assessment and external assessment offering classroom-based 'assessment for learning' and demand-led external testing, throughout the year.

For more information about Asset Languages visit the website:

www.assetlanguages.org.uk

Roles

The following notes have been written to help you to understand the requirements of the various roles:

Item Writer

Item Writers are needed to create tasks for inclusion in future question papers. Key responsibilities include:

- Creating tasks to agreed guidelines
- Attendance at editing meetings.

Previous experience of item writing is not required as training will be given, although experience of materials production or examining is desirable.

Experience required:

Current or recent teaching experience in:

A relevant Modern Foreign Language

or

TEFL/EFL, with a background in a relevant language.

Primary school teachers who have an A level in a relevant language are encouraged to apply to write Breakthrough level items. For levels above Breakthrough, evidence of a high level of language proficiency is required.

Requirements of the position:

Much of the work is likely to be carried out at home although attendance at some meetings, mostly in the Cambridge area, will be necessary. Work may be required throughout the year.

Assistant Moderator (Speaking Tests)

Key responsibilities include:

- Attendance at moderation meetings held in Cambridge
- Moderation to set criteria of centre marked Speaking tests.

Experience required:

- Current or recent teaching experience in a relevant Modern Foreign Language

- A high level of proficiency in the relevant language(s).

Assistant Examiner (Writing Tests)

Key responsibilities include:

- Attendance at examiner meetings held in Cambridge
- Examining of Writing Tests to set criteria.

Experience required:

- Current or recent teaching experience in a relevant Modern Foreign Language
- A high level of proficiency in the relevant language(s).

Translator

Key responsibilities include:

- Translating assessment and training materials to specific guidelines
- May require attendance at editing meetings (mostly in the Cambridge area).

Experience required:

- Current or recent teaching experience in a relevant Modern Foreign Language
- A high level of proficiency in the relevant language(s).

Proof Reader

Key responsibilities include:

- Proofreading assessment and training materials in English and the target language
- Checking target language audio recordings for accuracy.

Experience required:

- A high level of proficiency in the relevant language(s)
- Proofreading (preferably of education-related materials)
- Current or recent teaching experience in the relevant Modern Foreign Language is desirable.