

INTRODUCTION

The Trinity Certificate in Online Teaching (CertOT) is designed for teachers who are already in work and enables contextualised continuous professional development (CPD) support and certification relevant to the teacher's online teaching needs. It is suitable for teachers with English, as a first or an additional language, and it enables progression to other online preparation courses, e.g. a 'teach online' version of the CertPT. The purpose of the moderator role is to quality assure the work completed by CertOT markers. This is done through post-marking moderation of scripts, and training, as required.

Each professional panel exists to enable Trinity to deliver assessments as required across its international markets, to a consistent level of quality and reliability. Membership of a panel is undertaken on an individual basis by self-employed professionals who agree to abide by the associated Terms & Conditions. Trinity enters into an annual Agreement setting out the guidelines under which a Panel Member's services will be sought subject to the levels of activity which apply in any given year in each subject area and across the range of territories in which Trinity operates.

Continuing membership of a panel depends upon evidence of the individual's good practice during the preceding year(s), availability for re-standardisation, suitable availability on the part of the Panel Member and overall need (i.e. level of activity) in each given area of specialisation. Senior members of the panels will independently monitor good practice throughout the year. A Panel Member must seek the advice of the Panels Management team, if there is a prior connection between themselves and a particular organisation or an individual at an organisation where it is requested that they perform a service.

Appointment and re-appointment to a panel is at the absolute discretion of Trinity College London.

SELECTION PROCESS

The selection process for CertOT moderators consists of application form screening, attendance at an interview (over video conferencing), and completion of an online training programme. Each stage is conditional on various criteria being met (see Criteria for Panel Membership sections below).

AVAILABILITY

It is a requirement of each panel that members be able to offer the minimum level of availability specified in the Agreement. This is not only to ensure that Trinity's moderation commitments are fully provided for but also to ensure the minimum level of frequency of moderation, which is essential to ensure adequate reliability of assessment.

CRITERIA FOR PANEL MEMBERSHIP

Applicants for the CertOT Moderator Panel must:

- 1) agree to abide by Trinity's Safeguarding and Child Protection Policy and Code of Practice, available on our website;
- 2) offer the required availability;
- 3) be under 75 years old (for insurance purposes);
- 4) provide evidence of a clean safeguarding record (in the UK this is enhanced DBS clearance. In our overseas markets, this may take the form of a police report);
- 5) demonstrate the required qualifications, experience and skills;
- 6) provide two references that are satisfactory to Trinity;
- 7) successfully complete the full online training programme and an annual standardisation exercise; and
- 8) be competent working with technology, have a valid email account, a working mobile phone number, regular access to electronic communication;
- 9) be financially solvent and able to meet out of pocket expenses associated with marking itineraries.

QUALIFICATIONS

- A first degree (or equivalent) in a relevant subject
- A Level 7 teaching qualification e.g. PGCE/DipTESOL/DELTA/Master's programme (or equivalent), including teaching practicum
- If English is an additional language, a recognised English language qualification demonstrating C1 ability in English e.g. ISE/Pearson PTE/IELTS or a Master's Degree in English

ESSENTIAL EXPERIENCE

- Minimum of five years' experience of teaching
- Minimum of two years' experience within a teacher education context, in the last five years
- Experience of giving formative and practical feedback on assessed written work
- Advised and trained teachers on developing their pedagogic skills for the online environment

DESIRABLE EXPERIENCE

- Experience of working in an internal or external assessor role, within a teacher education programme

CURRENT KNOWLEDGE & SKILLS

- Wide knowledge and practice of contemporary and traditional teacher training (specific subject area and/or subject agnostic)
- Wide knowledge of the online teaching environment
- Ability to make accurate judgements aligned to pedagogical assessment criteria
- Wide knowledge of the problems and challenges commonly experienced by teachers working in an online environment
- Knowledge of use of technology in teaching and training

Given the nature of the role, applicants need to:

- present themselves in a professional manner;
- work independently;
- become fully familiar with all qualification specifications and materials;
- be able to strictly adhere to moderation schedules;
- keep accurate records;
- understand and empathise with safeguarding and the protection of children and vulnerable adults as stated on Trinity's website;
- be culturally sensitive and aware;
- be well-organised and fully prepared; and
- be reliable.

FINANCIAL REQUIREMENTS

Panel Members are independent self-employed professionals offering their services in all the markets in which Trinity operates.

HEALTH & SAFETY

The health, safety and welfare of CertOT panel members is a major concern for Trinity, and all moderators must be sufficiently fit to undertake their moderation allocations.

PERSONAL QUALITIES

It is Trinity's policy to work towards a varied and representative panel membership with an appropriate mix of gender, ethnic and cultural background, age and experience. Trinity is an equal opportunities organisation and extends this policy to its criteria for panel membership.

SAFEGUARDING AND CHILD PROTECTION

Trinity College London is committed to safeguarding and protecting the children, young people and vulnerable adults with whom we work. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the organisation.