

Job Description

Job title	Curriculum Development Principal Officer (Transferrable Skills & Generics)
Reports to	Programme Development Manager
Rate of pay	£30,000 - £35,000 per annum
Benefits	£300 per month essential car user allowance Performance related bonus
Hours	37.5 per week
Location	Home based with travel
Primary purpose	To take the lead on transferrable skills and help develop our apprenticeship programme offer across all sectors within Progress to Excellence.

Principal duties:

- To be the expert in transferrable skills and to ensure that we remain prepared and compliant.
- To support the Programme Development Manager (PDM) to develop an outstanding curriculum through the successful embedding of transferrable skills and to directly support the design and development of new apprenticeship standards (Customer Service & Business Administration).
- To manage, support and standardise the training and development of the Functional skills team including the use of OneFile.
- To prepare Progress to Excellence and its delivery teams for the Functional Skills reforms due in September 2019.
- To support and upskill the delivery teams in evidencing the embedding of transferrable skills.
- To review, evaluate and report on the use of transferrable skills in delivery.
- To create new/ develop existing resources to enable learners to increase their knowledge and understanding of English, math and ICT.
- To exemplify a comprehensive understanding of the apprenticeship sector through keeping up to date with relevant course subject matter, industrial/ commercial developments, course examination/ assessment requirements and legislation on apprenticeship and work based programmes.
- To create and implement a strategy that will improve our embedding and evidencing of transferrable skills.
- To support the Head of Quality in maintaining the QIP and SAR in terms of transferrable skills.
- To undertake any other duties consistent with the basic objectives of the post, including, where necessary, national travel to complete duties.
- To promote genuine equality, diversity and well-being in all aspects of curriculum and service delivery and take responsibility for the health, safety and safeguarding activities applicable to the post as set out in the company's policy statements.

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Person specification	
Commitment	<ul style="list-style-type: none"> • Commitment to the Company's values and standards including safe and healthy working practices, corporate and social responsibility, safeguarding, equal opportunities and dignity and respect at work. • Willingness to be flexible in approach to work and travel. • Positive attitude to work and taking direction from others. • To promote self-development by undertaking appropriate CPD activities. • To work in line with the Common Inspection Framework and the new Education inspection Framework (EIF). • Time keeping and attendance. • Confidence in working independently.
Experience	<ul style="list-style-type: none"> • Experience and understanding of SASE framework and Apprenticeship Standards requirements. • Experience of creating E-learning resources using Articulate Storyline/e-learning packages. • Experience of resource design and creation. • The ability to create a teaching and learning resource to an OFSTED grade 1 standard. • Experience of creating engaging resources to cater for a variety of learning needs and requirements • Experience of using adobe software packages (desirable).
Essential attributes	<ul style="list-style-type: none"> • A comprehensive understanding of Levy and Co-investment funding, 20% off-the-job training (OTJ), the evidence requirements and approaches to embedding 20% OTJ into a learning journey. • A good understanding of key E-portfolio, LMS and VLE functions, OFSTED and ESFA requirements. • Good ICT skills. • An ability to communicate to a high level with employers, stakeholders and external companies. • Experience of managing multiple projects and meeting deadlines. • Experience in directing and supporting a team of people.
Qualifications and training	<ul style="list-style-type: none"> • Commitment to CPD/professional development/safeguarding. • A1, L3 TAQA or equivalent. (Essential) • V1, L4 TAQA or equivalent. (Desirable) • CTLLS /Cert Ed/PGCE or equivalent or willingness to work towards. • GCSE Grade A*-C in English, maths and ICT, or equivalent. • Vocational competence and experience to deliver Apprenticeship frameworks and standards in specified areas up to and including Level 5.

It must be understood that every employee has a responsibility to ensure that all work undertaken is carried out in a way that complies with the Company's policies, procedures, quality standards and codes of practice. This includes an obligation to show due regard for Health, Safety and Safeguarding, Equal Opportunities, confidentiality and the highest standards of customer care.

All employees are also expected to actively participate in performance reviews, the identification of their own training needs and attendance at any appropriate training events.

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