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| **Job Details** |  |
| **Job Title** | Curriculum Development Officer  |
| **Department** | Quality & Curriculum |
| **Reporting to**  | Curriculum Development Team Leader  |
| **No. Reports** | 0 |
| **Location** | Home working / Tredomen Gateway, as required |
| **Hours of Work** | 08.30 – 4.30 The standard hours will be 37 per week (excluding meal breaks) but the nature of the role will, on occasions, require working in excess of these hours to ensure core objectives are achieved. This may include evening and weekend work. |
| **Salary** | £21-24k |

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| **Purpose of Job / Company Values** |  |
| To support the Curriculum Development Team leader in developing innovative and engaging blended teaching and learning resources, using an appropriate VLE, which are accessible and fit for purpose for all learners, across all Apprenticeship sectors.This role will support the further development of the Learner VLE and any commercial training development and delivery. |

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| **Key Responsibilities / Accountabilities**  |  |
| * Work with the Curriculum Development Team Leader, and collaboratively with internal and external stakeholders to identify curriculum needs and content for both current and new Apprenticeship, **JGW+** and commercial training.
* Support the delivery of Learner VLE training to delivery teams to ensure engagement with platform.
* Assist in the development of a library of engaging and innovative resources that support rich, broad and balanced curriculum development that provides stretch and challenge to learners
* Configure data reporting to support the Curriculum Development Team Leader to evaluate VLE engagement and feedback
* Support the Curriculum Development team in any business-critical projects.
* Attend networking events and share skills with network and keep up to date with own CPD
* Support the development of commercial training activities, as and when required.
* Ensure all content and materials are used within copywrite and trademark law
* Engage in active research & development on new and emerging technologies
* Work closely with MIS & Sales and Marketing team ensuring all products are aligned to the Group branding
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| **Essential Criteria** |
| * **An in-depth understanding of the English Apprenticeship standards and delivery models**
* Digitally confident to explore known and new software
* Good understanding of Office 365
* Good Literacy skills
* Good attention to detail
* Ability to work on individual and team projects
* Able to take on board and share ideas and accept constructive feedback
* Able to create logical storage of content and resources
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| **Desirable Criteria** |
| * An understanding of Moodle
* Experience of content authoring tools
* Experience of basic video editing
* Knowledge of WBL sector and Apprenticeships
* Experience of using Social Media platforms to create, develop and explore innovative content
* Creative flair for digital design and imaging
* Passionate about achieving high levels of excellence and innovation
* Hands-on approach and ‘can do’ attitude
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| **Key Technologies** |  |
| * Office 365
* Content authoring tools for example, Articulate/Adobe
* HTML (Basic knowledge)
* Moodle
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| **Key Relationships** |  |
| **Internal** | * Curriculum Development Team
* Operations Team
* Sales & Marketing Team
* Quality Team
* MIS
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| **External**  | * JISC
* Welsh Government
* Awarding Organisations
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