



Job Description: Quality & Curriculum Coordinator

Approved By	Created By
Ross Taylor	Dean Billington

Purpose & aim

To lead the team in the delivery and development of qualifications in order to achieve excellence in teaching and learning across Apprenticeship Wales' training programmes.

Operational Key duties and responsibilities

- To be responsible for leading the team to ensure they are motivated for success and have the skills and resources to enable them to carry-out their responsibilities fully.
- Act as a positive role model and source of support and guidance.
- To know and understand what profiles are planned each month and ensure that learners are on track and that profiles are achieved.
- Complete Assessor monthly one to ones, monitoring actions, ensuring feedback provides clear direction, is comprehensive and that effective support is provided to assist the delivery team to achieve these.
- Identify learners at risk and provide effective leadership to support learners to achieve.
- To feedback to the board on any performance issues, highlighting any potential training needs and implement strategies to ensure programmes maintain their excellence status.
- Ensure that learners are achieving within the route and that there is an emphasis within the qualifications on achieving and progressing.
- To ensure resources are effectively managed and developed.
- Carry out inductions for new staff to support the implementation of Apprenticeship Wales' ways of working.
- To support assessors to achieve excellence in teaching and learning through the development of resources and sharing of good practice.
- To be a visible support to all delivery staff and provide coaching and mentoring to get the best out of people.
- To champion the use of Onefile, ensuring its further developed and fully utilised.

Curriculum Key duties and responsibilities

- Effectively manage a calendar of curriculum development and standardisation
- Work with lead providers to network, share best practice and identify opportunities for further development.
- Develop sufficient bilingual resources for all qualifications.

- Work with the ALNCO to ensure effective ALN support is provided across the provision.
- To lead in the development of learner and assessor resources with the focus of supporting achievement.
- To be accountable for ensuring literacy and numeracy are embedded throughout the learning program.
- To be accountable for ensuring assessors embed the cross-cutting themes of safeguarding/Prevent, Wellbeing of future generations, Wales the language & Culture
- Ensure all staff are aware of developments in their occupational sector by way of self-study and research and CPD logs / records maintained

IQA Key duties and responsibilities

- Work with lead providers to network, share best practice and identify opportunities for further development.
- To lead and coordinate Standards Verifier and External Verifier visits with key stake holders.
- To lead in the implementation of the QDP and self-assessment record ensuring objectives are met.
- Co-ordinating IQA activity across the quality assurance team as appropriate, ensuring the full range of strategies are consistently utilised.
- To follow the responsibilities set out in the IQA Strategy and Teaching, Learning and Assessment Policy
- Ensuring that quality standards maintained across the quality assurance team and highlighting any issues or inconsistencies to the board.
- To ensure there is a robust sampling plan in place, including portfolio sampling, auditing, IQA observations and learner interviews.
- To carry out risk assessments for all tutors/assessors and manage risk in accordance with Apprenticeship Wales' policies and requirements.
- Ensuring that IQA standardisation is carried out regularly and supports the delivery of qualifications.
- To ensure that all IQA tracking records are developed, maintained and kept up to date and all times.
- To monitor and feedback on the embedding of cross cutting themes within the delivery of all programs
- To ensure that there is significant evidence of literacy, numeracy and digital literacy development throughout learners work by checking for SPaG and effective use of IALP and review processes.
- To sample assessment decisions ensuring these are fair, consistent accurate and reliable.
- To ensure that all route staff maintain their vocational competence by arranging annual CPD activities.
- To ensure IQA documentation is up to date and available, understood by assessors and recorded and stored securely and confidentially
- To ensure the feedback is given to assessors is consistent and fair
- To ensure delivery models are being adhered to and IQA milestones are being reached

- To support all Apprenticeship Wales' policies and procedures in relation to IQA including Fair Access to assessment
- To maintain all records and reports securely in accordance with Apprenticeship Wales' and legal requirements, enabling access to authorised personnel only.
- All employees have a responsibility for ensuring they undertake their duties in full accordance with the company policies and procedures.
- Any other duties as requested by your manager, which may be necessary from time to time.

Personal and other duties and responsibilities

- To actively market Apprenticeship Wales' services and support with identifying and the recruitment of new learners.
- The ability to make informed decisions whilst working under pressure.
- Excellent communication skills
- Good presentation skills
- A personable individual with a proven track record of working with a diverse range of individuals.
- Self-motivated with a positive attitude
- Good attention to detail
- To actively keep updated with the company's services and programmes.
- To develop yourself by attending courses, meetings, training events, workshops and seminars, in order to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- Take recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display Apprenticeship Wales' core values at all times.

Equality and Diversity

All employees must ensure equality of opportunity and must not discriminate against learners/employers or potential learners/employers, visitors, colleagues by reason of their age, disability, gender, race, religion or sexual orientation. It is the responsibility of employees to promote equal opportunity and recognition of diversity on behalf of the company throughout the workplace.

Health and Safety

All employees have a legal duty of care to take reasonable care for the health and safety of themselves, and of other persons. All employees have a responsibility to cooperate and report anything that may affect one's health and safety. No person shall intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.

Sustainable Development and Global Citizenship

All employees have a duty of care to promote the seven key themes within the company and to our customers' identity and culture, the natural environment, wealth and poverty, health, climate change, consumption and waste and choices and decisions.

Welsh Language

Where reasonable to do so, employees are asked to encourage the use of Welsh language in the workplace and assist the company in developing its Welsh Language Policy.

For full information regarding the above, and all other, company's policies and procedures, please refer to your employee handbook.

This job description is intended to be a general guide to the duties relevant to the post and should not be seen as an inflexible specification.

Due to the culture and nature of the services AGW provides, job roles and duties may often change in line with the company's objectives, priorities and contracts. Where a change of job role is necessary, a Manager will discuss the change of role with you, and where necessary you will be given a new job description.