



Curriculum Development Coordinator

Cardiff

Application Pack

Thank you for your interest in the above role and our Organisation.

Within this application pack you will find the following information

- About Addysg Oedolion Cymru | Adult Learning Wales
- Role and Area Overview
- What we can offer you
- How to apply
- Role Profile & Person Specification
- Curriculum Development Coordinator (CDC) tasks and responsibilities
- Guidelines for completing a job application form

Addysg Oedolion Cymru | Adult Learning Wales is committed to supporting and promoting equality and diversity and to creating an inclusive working environment. We believe having a diverse workforce at all levels allows us to represent the communities we serve.

Diverse perspectives and experiences are critical to our success, and we welcome applications from people from any background who have the experience and skills needed to perform this role.

If you experience any difficulties or require the form in a different format please contact recruitment@adultlearning.wales

We look forward to hearing from you.

About Addysg Oedolion Cymru | Adult Learning Wales:

Adult Learning Wales (ALW) is the national Adult Community Learning (ACL) organisation and unique in Wales in being completely focused on this element of the education sector.

We see our mission as 'Providing inspiring and accessible learning opportunities for adults across Wales and supporting our learners to achieve successful outcomes, both directly and through relationships with others.

Our offer is wide ranging, from basic skills in English, Welsh, numeracy, digital, personal health and finance, up to qualifications which provide pathways into Higher Education. We also offer courses in topics that link to hobbies or special interests as all learning can have a positive impact. In the 2022/23 academic year, we achieved just over 18,000 enrolments, which were delivered to over 9,000 individuals.

For many, our courses can be the first time they have engaged in formal learning since leaving traditional education and an empowering step on the road to achieving their goals. Through where, when, and how we offer learning, our aim is to help and support individuals through their learning experience with us, to inspire and build their confidence and skills.

In- person learning is at the heart of our provision as this facilitates the wider benefits of meeting together to learn. Our courses take place throughout Wales, in venues within the communities where people already feel at ease, removing the barrier of needing to attend a formal campus. To support learners who are unable to access face to face delivery, we continue to maintain an online offer, enabling learners to engage with our organisation and be part of a wider community.

In everything we offer, our aim is to always deliver excellent teaching and learning in a way which is inclusive and focused on the needs of learners. For the non-qualification courses, our learners can influence what is offered next, to encourage them to continue their learning journey.

Most of our courses are free to the learner as they are funded by Welsh Government or one of the many organisations we work with, and we have an extensive Learner Support offer which can help remove other barriers to learning. This includes help to attend courses in the form of childcare funding or transport, loan of IT equipment or access to specific IT packages, in addition to general well-being support.

Recognised by Welsh Government as ACL experts, we are known for going above and beyond to enable and support learning for everyone, and often deliver to individuals in challenging circumstances. Many of our learners tell us that their experience with ALW has been life-changing, feedback which inspires us in working harder to deliver for them.

A registered charity, limited company and designated Further Education Institution, ALW was formed in 2016 as the result of a merger, with legacy organisations including WEA Cymru, YMCA Community College and Coleg Harlech. So, whilst we are a young organisation, we are building on a strong heritage and have an exciting future ahead.

Role and Area Overview

The role of Curriculum Development Coordinator is a diverse role that supports the development and implementation of adult community learning provision, covering the Cardiff area. This is a hands-on role and includes all aspects of planning, organising and resource allocation and development. You will be key in assisting the Regional Manager in ensuring that all learning activities meet the agreed provision, finance and quality targets.

If you enjoy a fast paced, varied and rewarding working environment and have the required skills, this is the perfect opportunity to join us.

If you would like an informal conversation or to hear more about the role please contact Jayne Ireland, Regional Manager South East, Jayne.Ireland@adultlearning.wales

What we can offer you

Salary: Current scale at £28,064 to £35,034 pro rata per annum, depending on experience (MG1 – MG4)

Generous benefits package: Local Gov. Pension Scheme, Agile Working, Cycle to Work Scheme; 30 days annual leave + Bank Holidays and additional discretionary days (pro rata for part time)

Contract: Fixed term until July 2025

Hours: Part time post 17.5 hours per week

Work base: Cardiff

How to apply:

Apply by using the online [application form](#) or the word version application, please return it to Recruitment@adultlearning.wales or upload via our [website](#)

Please note that CVs without a completed application form will not be accepted.

The closing date for this post is **Friday 10th May 2024**

Interviews to be held week commencing 20th May. As part of the interview process you will be asked to deliver a 15 minute presentation

Adult Learning Wales acknowledges the importance of developing and growing its bilingual workforce. Applications for any post can be submitted in either Welsh or English. Applications submitted in Welsh will not be treated less favourably than applications submitted in English.

Curriculum Development Coordinator – Role Profile

Job Purpose

The Curriculum Development Coordinator is to assist and support the regional development and implementation of a cohesive programme of face to face/online/blended community adult learning provision in the geographical area of Cardiff.

This is a hands-on role, operating at pace, you will be key in assisting the Regional Manager in ensuring that all learning activities meet the agreed provision, finance and quality targets.

Your role will require you to identify, support and co-ordinate tutor deployment to regional provision within the identified areas.

Part of your role will be to develop partnership and work collaboratively with key regional stakeholders, private industry, statutory and voluntary bodies to support the ongoing development and recruitment of viable number adult learners to the regional curriculum programme.

Main Duties and Responsibilities

- To develop, organise, and implement an appropriate programme of courses in a specific geographical region, in accordance with the priorities of the organisation's strategic and curriculum plans
- To work closely with the Regional Manager and Regional Quality Curriculum Coordinator to ensure that curriculum and delivery meets the agreed provision, finance and quality targets
- Recruit viable numbers of learners onto the provision programme of courses via partnerships, networking, collaboration and promotion
- To identify potential tutors as part of the recruitment process and support tutors and help to ensure that they are kept informed of all relevant processes, policies and procedures
- Develop partnerships and collaboration opportunities with a wide range of private industry, statutory and voluntary bodies to support the ongoing development of the programme available to adult learners
- Work as part of a team to support local branches and learner forums including the recruitment of learners and members as appropriate to the geographical area
- Provide advice, support and assistance to branch and learner forum members for the purpose of strengthening the organisation as a voluntary movement
- Assist the Regional Manager to identify and secure external funding from a variety of sources in order to deliver, promote and widen the regional offer of learning activities
- To work with the Regional Quality Curriculum Coordinator and regional administrators to support IQA activities within the region and comply with internal quality systems and processes.
- Undertake the implementation and development of project activities, curriculum design and development in conjunction with the Regional Manager and Regional Quality Curriculum Coordinator.

- Work as part of a team to develop and implement income generation activities in line with curriculum, finance and quality targets
- Work as part of a team and in collaboration with other Curriculum Development Coordinators to ensure due consideration and delivery of all targets relating to Welsh Medium and Bilingual provision, e-learning opportunities, including the use of technology in the classroom, Essential Skills provision, ESDGC and equal opportunities
- Undertake class visits and carry out teaching observations where appropriate and agreed in consultation with the Regional Manager and Regional Quality Curriculum Coordinator
- To undertake the delivery of learning where appropriate and agreed with the Regional Manager
- Be part of the internal verification in all IQA activities and standardisation events
- Liaise with the learner services team to ensure that learners receive the maximum benefit from the organisation's support services
- Liaise with the learner services manager to ensure the highest level of satisfaction of all learners ensuring the learners voice is heard and acted upon
- Contribute to the regional and organisation's SAR process and Quality Improvement plan

Generic responsibilities and duties

- Carry out any other duties and responsibilities as may be reasonably required by the post
- Comply with policies and procedures set out by Adult Learning Wales and take responsibility for maintaining a safe working learning environment within the region
- Adhere to the electronic communication policy including email and internet usage
- Drive forward the organisation's commitment to equality and diversity, ensuring that there are appropriate equality impact assessment in place
- Be committed to the promotion of the Welsh language and the Education for Sustainable Development and Global Citizenship (ESDGC)
- Take an active part in applying continuous improvement across the organisation
- To work in accordance with the Data Protection Act and to ensure that all data protection concerns are reported to the organisation's Data Protection Officer
- Contribute to staff meetings, organisational initiatives and developments
- Comply with all organisational policies and procedures, keeping abreast of changes and making any necessary changes to administrative systems
- Ensure that all aspects of the organisation's financial instructions and standing orders are followed

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| <ul style="list-style-type: none"> a) As a term of your employment you may be required to undertake such other duties as may reasonably be required of you commensurate with your grade b) This is a description of the job as it is presently constituted. It the practice of Addysg Oedolion Cymru Adult Learning Wales periodically to examine employee's job descriptions and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. c) This description is not intended to establish a total definition of the job but an outline of the duties. |
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Curriculum Development Coordinators – Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
EDUCATION, TRAINING AND QUALIFICATIONS	<p>Minimum of Level 3 standard of education</p> <p>Level 3 Teaching qualification (PTTLS, AET)</p> <p>Or be willing to study for relevant teaching qualification (Level 3) within a set time frame which will be fully funded</p>	<p>Essential Skills qualification</p> <p>Adult Education Guidance qualification</p> <p>Level 4 Teaching qualification</p> <p>Level 3 Assessor Award or predecessor</p> <p>Level 4 Internal Quality Assurance qualification IQA or predecessor or willing to work towards</p> <p>Relevant experience from a vocational trades</p>
EXPERIENCE	<p>Experience of community education, adult education, or community development</p> <p>Experience of promoting or marketing activities in a community setting</p> <p>Experience of participation in internal quality procedures</p>	<p>Experience of working with or for voluntary groups or charitable organisation</p> <p>Experience of working in partnership, and networking with other agencies in the voluntary, community and statutory sector</p> <p>Experience of planning and coordinating online and blended learning</p>
SKILLS, KNOWLEDGE, ATTITUDE	<p>Excellent interpersonal and communication skills, excellent organisational, coordinating and administrative skills</p> <p>Good all round IT skills including use of all basic office software packages</p> <p>Able to work as part of a team and on own initiative</p> <p>Able to develop good working relationships with people at all levels, including with community groups</p> <p>Ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met</p>	<p>Understanding of the Estyn Common Inspection Framework</p> <p>Understanding of quality systems and self-assessment</p> <p>Familiarity with the values and processes of Community learning</p> <p>Mail merge, Desk Top Publishing</p> <p>Development of new office systems and procedures to aid ongoing development and improvement</p>

	<p>Knowledge of current issues in field of adult education in Wales</p> <p>Commitment to the support and development of local branches and learner forums</p> <p>Capacity to motivate and stimulate non -traditional learners</p> <p>Commitment to Equal Opportunities</p> <p>Prepared to undertake training to enhance skills</p>	<p>Understanding of data confidentiality requirements</p>
OTHER REQUIREMENTS	<p>Has current driving licence and access to own transport or access to public transport</p> <p>Willing to travel as the post requires</p> <p>A positive attitude to learning the Welsh language</p> <p>Willing to work flexibly, including some weekend and evening work</p>	<p>Level 3 Welsh Skills (see Welsh language Skills table in application pack)</p>

Curriculum Development Coordinator (CDC) daily tasks and responsibilities (provided by a CDC)

The Curriculum Development Coordinator (CDC) role is **not** a teaching or a course design/resource role, something which this role is often gets mistaken for.

The main role of the CDC is to support the development, implementation and maintenance of a cohesive programme of face to face/online/blended community adult provision in a geographical area(s)

The CDC role is a very reactive, hands on role and not every day will be the same. As a CDC will deal with a number of tasks some you will do daily/weekly/monthly/termly, the following list is not exhaustive but to give an idea of what tasks you may undertake and this may vary region to region.

Setting up courses can come from one of three different places

- Liaising with a partner organisation to ascertain their needs and tailoring a course to fit, which could be a mixture of non-accredited and accredited units
- Or a course would be set up to respond to a need from learners
- Council or other authority has money to spare and wants us to run courses for them that they will pay for

Once it is established what the course will entail:

- Engage a tutor or tutors to deliver the units of the course
- Agree hours, times, length of weeks with tutor(s) and partner
- It could be that the partner does not have a suitable location – so you would need to find one near the learners
- Complete a Risk Assessment of the building before course can begin
- Upload to the planner
- Fill in a Pro Forma for the admin team so they can put the course on the planner (this is different in some regions where the CDC puts the course on the planner)
- Advertise the course by sending out marketing links to other partners – unless the course is in-house and the partner has designated learners for it
- Ensure the tutor(s) have all the necessary paperwork
- Visit the class to ensure everything is working well
- Ensuring Moodle and/or Teams is working for tutors and learners – following up with IT if not
- IQA and learner walks visits

If there are any issues during the course:

- Ensure tutor(s) are supported
- Ensuring there are enough learners so that the course can continue – if not the course will have to be closed and the planner updated (DAF system)
- Alter dates if necessary – this could be due to learner or venue issues
- Assist tutor with WEST tests during induction days in certain courses – especially those of Level 2 and above
- Recommend alternate course (or establish alternate courses if the learner is not suitable for current one)
- Ensure tutor(s) have all relevant equipment – if not discuss with IT and take to class/tutor

- Courses must be DAF'd on the system if any changes occur (tutor absence, length of time, days, weeks changing) etc
- Chasing any outstanding paperwork

Other:

- Chasing outstanding paperwork
- Altering course information
- Follow-on courses can be established where there is a need and funding to do so
- Pro forma's for follow-on courses – same procedure as above
- Generally being available to tutors if they have questions arising on the day of a course that they cannot answer
- Ensuring all tutors maintain EWC registration
- Tutor CPD where appropriate
- Attending Regional and Team meetings
- IQA Standardization meetings and sessions
- Reacting to MIS queries
- Responding to learner queries about upcoming courses
- Responding to partners who want further courses
- Training new tutors
- Ensuring handovers with new tutors if previous tutors are leaving
- Inductions with tutors

Guidelines for completing a job application form

You will need the following document in order to complete your application form:-

- the **role profile** for the post for which you intend to apply
- the **person specification** (this is the last section of the role profile document) for the post for which you intend to apply

- ❖ **Read through the documents before completing your application.** Make sure you understand the requirements of the job, both in terms of the **duties and responsibilities** of the job (**detailed in the role profile**) and the **personal requirements** to be able to carry out those duties (**detailed in the person specification**).

- ❖ **Check that you are able to meet the Essential requirements** noted in the personal specification and that you consider that you could successfully carry out the duties and responsibilities of the post, following a reasonable period of instruction and familiarisation.

- ❖ **Ensure that you explain in the Personal Statement section - how you meet the Person Specification Criteria (can be found within the role profile) and indicate, providing examples wherever possible of how your skills and experience can be related to these Criteria and the duties of the post.** Don't forget that whilst your work experience will be important to include in your application, other experience gained outside of work in community and voluntary organisations or leisure interests, could be equally valid. Keep your application concise and to the point.

- ❖ **REMEMBER the decision about whether or not you will be invited to an interview will be based upon the information you provide in your Personal Statement.** It is especially important that you complete the personal statement section as fully as possible to evidence how you meet the requirements for this role. The completed personal statement will provide us with **most** of the information that will be required to assess your application against the person specification criteria.

- ❖ **Read through your application.** Check that you have completed all parts of the process. If there is more than one location or job-share is offered for a post, please indicate your preferences on the application form.

Submit your completed application before the closing date and time via email to recruitment@adultlearning.wales or uploading via our [website](#)

