



## **JOB DESCRIPTION**

### **Curriculum Specialist in Business, Social Care, Childcare and Education - Hourly Paid Freelancers**

- Responsible to: Curriculum Manager
- Responsible for: The training and assessing of students within the specialist area
- Liaise with: Trainees, Volunteers, External Candidates, External organisations or agencies such as Awarding Bodies, Day-Care Centres, Learning Difficulties Teams, Social Service Departments of Local Authorities, Schools, Colleges, Training Providers, Hospitals, Carers, Parents and HCT's Internal Staff.

## **ROLE**

The Curriculum Specialist is a member of a dedicated team that is committed to developing and maintaining services to a very high standard. Out of hours working is sometimes required, including early morning and evening training, attendance at evening meetings, occasional conferences and promotional events. Time off in lieu of overtime worked is granted as no overtime payments are made.

To deliver training, assessments and Internal Quality Assurance within the specialist vocational area(s) to trainees (unemployed candidates) and or volunteers and to commercial clients to a very high standard in line with awarding body's requirements.

## **MAIN DUTIES AND RESPONSIBILITIES**

1. Equal Opportunities
  - To adhere to and promote of HCT's Equal Opportunities policy at all times.
2. Health and Safety

- To comply with the statutory provision of the Health and Safety at Work Act 1974 and any other relevant legislation or HCT policies/procedures relating to Health and Safety and good practice.

### 3. Administration / Resource Management

- To maintain good working relationships with all members of staff, volunteers trainees and colleagues from other external organisations
- Ensure that training and assessment resources are effectively managed so that training can proceed smoothly at all times.
- Ensure that training and assessments comply with awarding bodies/funding organisations' standards.
- Ensure that training information is correct and meet with current legislation at all times.
- Responsible for the timely and accurate completion and maintenance of all documentation associated with training and assessments.
- Maintain existing administrative systems (manual and computerised) so that detailed records of HCT staff, trainees, volunteers and external test candidates are easily accessible and regularly updated.
- To prepare course / project report (including statistics) as required
- To ensure the efficient administration of the courses in conjunction with the Administrative team
- Liaise with HCT staff, volunteers, and external candidates to inform and update them of training/assessments dates, programme, etc.
- To actively participate with the Business Support and relevant course staff in the recruitment of candidates and the development of new business

### 4. Training, Assessment and IQA

- To co-ordinate and deliver training and or assessment to volunteers, the employed (funded by employers or self funding) and the unemployed through funded programmes supported by external organisations. Training and or assessment to include BTEC / NVQ/ QCF in the relevant subject
- To carry out classroom based teaching and practical training / assessment to a very high standard
- To assess candidates' work/portfolio in line with awarding body's standards and participate in programme moderations and verification of candidates' portfolios.
- To liaise with internal and external Standards Verifier and ensure that HCT's centre approval status is maintained
- To deliver Internal Quality Assurance (IQA) activities as required
- To keep up-to-date with latest developments in training methods and changes/updates to Candidate Support materials liaising with Edexcel or appropriate awarding body and to assist in the planning of new courses as required in the light of the above developments.
- To review course evaluation forms completed by trainees/volunteers and review/change delivery mechanisms where appropriate.
- Provide support and supervision for learners and volunteers

## 5. Other Tasks

- Complete and maintain accurate, confidential records of clients, their training and progress, manually and on computer.
- Assist in the planning of new courses as required by Senior Managers
- Attend regular promotional events, staff meetings or any other meeting or training sessions that is required.
- Provide cover or support for members of the training team, as and when required.
- Perform other duties as and when required by the demands of the position or the Head of Curriculum.

## **PERSON SPECIFICATION**

### **Selection criteria (skills, knowledge and experience)**

1. An appropriate professional qualification and significant experience in the relevant vocational area(s)
2. Recognised Adult Teaching Qualification
3. Levels 3 and or 4 Qualification in Assessing and Assuring the Quality of Assessment
4. Experience of assessing, supporting and training candidates including volunteers, unemployed and employed from diverse communities to progress through qualifications including BTEC awards and NVQ awards within the relevant specialist area(s)
5. Must be able to demonstrate an understanding of the Equal Opportunity Policy
6. Demonstration of an understanding of adult education sector through work/ placement or volunteering opportunities
7. Experience of imparting information clearly and concisely using non-patronising language, both verbally and in writing within a training environment
8. Experience of working independently and as part of a team promoting commitment and motivation
9. Experience of IT (word processing, excel spreadsheet, database) collating and processing information
10. Ability to support colleagues to deliver other training and related courses
11. Demonstration of an understanding of the needs of Community Transport