

Job Description

Curriculum and Teacher Training Lead (Vocational and Technical Programmes)

Reports to: Head of Programme
Location: London
Salary: £35,000 - £42,000, depending on experience (+11% employer pension contribution)
Contract: Permanent

The Role

The Curriculum and Teacher Training Lead is responsible for supporting Ark school leaders and teachers to deliver BTEC Level 3 IT, Business and Applied Science qualifications. Through training, resources and one to one coaching, you will develop a strong vocational network across our schools who feel confident in delivering exceptional outcomes for young people. The ideal candidate will be an experienced vocational teacher who is keen to bring their passion to a rapidly expanding area of Ark's curriculum offer.

The Curriculum and Training Lead role will report into the Head of Programme and work closely with the Programme Officer and Programme Coordinator. The role will sit as part of the wider Pathways and Enrichment team at Ark.

Key Responsibilities

Teacher training and support

- Design and develop a high-quality set of training and resources for BTEC teachers across BTEC Level 3 Extended Diploma qualifications in Business, Applied Science and IT qualifications. Training should facilitate both face to face and online learning and include support for:
 - Effective short, medium- and long-term planning
 - Effective moderation, assessment and reporting practices
 - Teacher subject knowledge for mandatory and optional units
 - Pedagogical practices to develop effective habits, skills and mindsets in students
- Develop a network of teachers, partners and trainers who can support high quality delivery and development of training and resources, including liaising closely with Ark's strategic partner Pearson.
- Where appropriate, you will be expected to deliver training yourself and should be a confident facilitator
- Develop subject networks and build positive relationships with teachers, encouraging them to share resources
- Monitor and maximise attendance at training events and online modules by co-ordinating communications with teachers and school leaders about upcoming training
- Work with priority schools to provide coaching, mentoring and one-to-one support to new teachers or those who are struggling to deliver the course
- Effectively quality assure and evaluate the impact of the training and resources on offer and continue to refine

School leader training

- Design and develop a high-quality training calendar and associated resources for leaders involved in the delivery of BTEC Level 3 programmes, including Quality Nominees, Lead Internal Verifiers and assessors
- Support school leaders to improve their understanding of what effective quality assurance looks like in school, and the systems and processes they need to implement to be successful and meet exam board requirements
- Create network templates for quality assurance documents and share best practice from other schools
- Keep up to date with exam board requirements, ensuring this is communicated effectively and in time for schools to make adjustments where required
- Work with priority schools and leaders who are newer to qualifications to coach them through processes as questions arise

Supporting with programme development

Work closely with the Head of Programme to:

- Research new qualification areas that could be added to the core Professional Pathways programmes at KS5 and what training/support is required for teachers
- Develop a proposal for the Professional Pathways model to be extended to KS4. You will be expected to engage with teachers and partners to understand what support would be necessary

Person specification

Experience

- Teaching RQF BTEC programmes at Level 3
- Designing and delivering teacher training and confidence in facilitating
- Comprehensive IT skills, particularly in working with MS Office and cloud-based storage

Desirable

- Experience of supporting Lead Internal Verifier or Quality Nominee processes
- Experience of developing online training and resources
- Experience of working across more than one school
- Experience of developing or delivering skills-based curriculum materials for students

Attributes

- Passion for the ability of technical and vocational education to support social mobility aims
- Passion for raising standards and expectations of staff and students delivering/studying vocational and technical qualifications

Qualification criteria

- Right to work in the UK



Other

- This post is subject to an enhanced Disclosure and Barring Service check.

Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.