



Curriculum Developer, Care, Support and Guidance Specialist - Job Description

Contract term: Permanent

Hours: 37 hours per week

Who we are

As Wales's largest leading Training Provider, ACT provide a long list of training programmes and qualifications in Traineeships, Apprenticeships, Higher Apprenticeships and schools across 30 different sectors throughout Wales and England.

ACT is all about its people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

What you'll do

We are looking for an enthusiastic individual who will be able to work as part of a new team, which has been created to support ACT's curriculum development, across all programmes from the ACT provision; Traineeships, Apprenticeships and Schools.

The purpose of this role is to ensure all delivery areas have appropriate standardised resources, which have been designed to a consistently high specification, are appropriate to the needs of our learners and support ACT's vision. This post will work closely with the delivery teams who will provide the content to the curriculum and this post will specialise on the Care, Support and Guidance aspect of resource development, whilst ensuring all ACT's standards are also met appropriately and meet Welsh Government requirements.

The role is based at Ocean Park House (Cardiff), with flexible working from home opportunities when appropriate, and fits within the Delivery department, reporting to the Head of Skills and Curriculum Development.

What we offer

- Starting salary £26,000 rising to £27,000 per annum (Grade 7)
- Generous Holiday Package
- Contributory Pension Scheme
- Excellent employee benefits
- Starting Total Reward Package up to £29,000 per annum

What you are responsible for

- Ensuring learning materials consider the health and well-being of learners and promote knowledge in this area, maximising opportunities to embed
- To collaborate with the Care, Support and Guidance team to maintain up to date knowledge around health and wellbeing related topics and awareness of learner initiatives
- To ensure opportunities to embed Prevent and British Values, Equality, Diversity and Inclusion (EDI) are embedded within learning materials, with current and relevant topics to the learner audience
- Ensuring all curriculum development meets the ACT standard:
 - has a focus on skills (Welsh, literacy, numeracy and digital literacy)
 - utilises digital applications where appropriate
 - meets ALN guidelines
 - incorporates cross cutting themes
 - meets ACT's vision and branding
 - is in line with Welsh Government requirements
- On a day to day basis, you will:
 - Work to an agreed timetable with agreed responsibilities, as set by the Lead Curriculum Developer
 - Collaborate with delivery teams to effectively and efficiently review existing curriculums, including schemes of work, curriculum matrices and resources and report where changes need to be made in order to meet the ACT standard
 - Carry out amendments to existing curriculums to ensure they meet the ACT standard
 - Collaborate with delivery teams to plan and develop new curriculums in line with the ACT standard
 - Work effectively within the Curriculum team to ensure all cross cutting themes are consistently covered, utilising the teams specialisms where needed
 - Communicate on a regular basis progress updates to delivery teams
 - Follow quality checking systems before any curriculum resources/documents are released to a department
 - Provide weekly updates on progress to the Lead Curriculum Developer
- Communicate effectively and professionally within the team and with other departments at all times
 - Attend and contribute to regular team meetings
 - Attend and contribute to any appropriate departmental meetings within ACT
 - Positively represent the department at any relevant internal/external meetings
- Adhere to and promote ACT's environmental practices.
- Any other duties as requested by your Manager, which may be necessary from time to time.

Personal and other duties and responsibilities

- 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.
- A 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 ACT core values at all times.

All employees have a responsibility for ensuring they undertake their duties in full accordance with the company policies and procedures.

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.

All company's policies and procedures can be found on company intranet.

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 ACT 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 or Senior Manager will discuss the change of role with you, and where necessary you will be given a new job description.

Job description agreed by employee: _____

Print name: _____

Signed: _____

Dated: _____

What we are looking for

		Assessment Method	Essential	Assessment Method	Desirable
Experience	A	Experience	Experience of creating engaging delivery materials for post 16 and adult audiences, via a range of face to face, blended and online delivery	A B	Application/ Interview Teaching experience in a Work Based Learning environment Teaching qualifications
	A	Experience	Experience of a role in delivering health and well-being to individuals	A B	Application/ Interview Delivery of Health and Well-being, Care, Support and Guidance or similar to post 16 learners Experience of delivering skills virtually
	A	Experience	Experience of creating digital resources and a broad understanding of digital delivery.	A B	Application/ Interview
	A	Experience	Experience of successful collaboration with internal and external stakeholders to update and develop learning materials to a Company standard	A B	Application / Interview
Qualifications & Knowledge	A	Application/ Interview	Qualifications in Literacy/English, Numeracy/Math to A level standard or similar	A	Application/ Certificate A level, Essential Skills at Level 3, or similar
	B	Application/ Interview	An understanding of the Governments agenda in relation to development of skills Nationally and in Wales	A	Application/ Certificate
	B	Application/ Interview/ Certification	Knowledge, understanding and experience of the key themes embedded within delivery: <ul style="list-style-type: none"> Strategies to support learners with ALN Care, Support and Guidance; the health and wellbeing of our learners Opportunities to develop literacy, numeracy and digital literacy skills Digital tools and technology to support engaging materials and remote programmes 	B	Application/ Certificate Qualifications within the following areas: <ul style="list-style-type: none"> ALN Care, Support and Guidance Literacy, Numeracy and Digital Literacy Skills Digital tools and technology

Skills & Attributes	A	Interview	Creative and passionate for training/learning	A	Interview	
	B	Interview	Ability to collaborate with other teams			
	C	Interview	Proven track record of working to a schedule			
	D	Interview	Excellent written and verbal communication skills			
	E	Interview	Well organised			
	F	Interview	Excellent digital skills with educational programmes such as Ispring, Nearpod, Electronic Portfolios and Adobe			
	G	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	H	Interview	Team player with ability to work on own initiative			
	I	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
Personal Qualities	A	Interview	To uphold ACT Values			

Have you got what it takes? [Click here to apply](#)