

Job Description

Post:	Technical and Vocational Professional Development (TVPD) Project Lead
Responsible To:	Group Head of Education Improvement
Summary of Post:	Three-year fixed-term role to support the delivery of the Technical and Vocational Professional Development Hub by building curriculum, teaching and leadership capability across participating providers. The postholder will work with leaders, practitioners and partners across the region to support implementation of technical and vocational reform through professional development, mentoring, coaching, practitioner networks, curriculum innovation and collaborative improvement activity. The role is focused on strengthening provider capability and confidence, enabling organisations to develop sustainable approaches to curriculum design, implementation, evaluation and improvement within their own contexts.

Specific Duties:

For EKC Group and participants in the region the TVPD Hub serves:

1. Facilitate provider self-evaluation, curriculum review and reflective practice activities, helping participating providers develop their own approaches to evaluating curriculum effectiveness and implementation in response to technical and vocational reform.
2. Support the development of accredited learning leads and practitioner champions who can disseminate learning, support colleagues and build sustainable organisational capability.
3. Support providers to design, implement and evaluate coherent technical and vocational pathways that promote learner progression, inclusion, successful transitions and positive destinations, aligned with national reforms.

4. Facilitate coaching, mentoring and implementation support to curriculum leaders, practitioners and designated learning leads, enabling them to support improvement within their own organisations.
5. Lead and contribute to Technical and Vocational Excellence Hub activity, including train-the-trainer programmes, provider support, communities of practice, and regional improvement projects.
6. Develop and disseminate practical curriculum and implementation resources and facilitate practitioner networks, communities of practice and collaborative learning activities that support sector-led improvement.
7. Build effective relationships with employers, providers, schools, awarding organisations and other strategic partners to support curriculum innovation, progression pathways and workforce development.
8. Facilitate the gathering and analysis of evidence from programme activity to evaluate impact, identify emerging themes and contribute to reports and recommendations for programme stakeholders.
9. Contribute to action research, innovation projects, conferences, networks and regional or national improvement activities, representing EKC Group as required.
10. Promote inclusive practice, learner engagement and evidence-informed approaches to quality improvement, maintaining knowledge of national policy developments, inspection frameworks and effective practice.
11. Design and deliver professional development, workshops, masterclasses and learning resources that build practitioner and leadership capability across participating providers.

General Duties and Responsibilities:

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.

9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
Skills				
1.	Excellent written and verbal communication skills, including the ability to influence and challenge constructively	✓	✓	6
2.	Ability to analyse performance data and identify quality improvement priorities	✓	✓	6
3.	Excellent organisational and project implementation skills with the ability to manage multiple priorities	✓	✓	6
4.	Ability to develop positive professional relationships across internal and external stakeholders	✓	✓	6
5.	Ability to design and deliver professional development activities and events	✓	✓	4
6.	Ability to evaluate impact and produce high-quality reports and recommendations	✓	✓	4
7.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Significant experience of quality improvement within Further Education, technical education or a related educational setting	✓	✓	6
2.	Experience of supporting improvement in teaching, learning and assessment	✓	✓	6
3.	Experience of curriculum design, planning and implementation	✓	✓	4
4.	Experience of mentoring, coaching or developing practitioners and leaders	✓	✓	4
5.	Experience of using data and evidence to inform improvement strategies	✓	✓	4
6.	Experience of working collaboratively with employers, external partners or educational networks	✓	✓	6
7.	Knowledge of technical and vocational curriculum and qualification reform	✓	✓	4
8.	Demonstrable commitment to improving learner outcomes and experiences	✓	✓	6

Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
3.	Degree or appropriate professional qualification	✓		4
4.	Teaching qualification (Level 5 minimum)	✓		6

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - It would be great if the candidate had, but is not expected to be shortlisted.