

Head of Work Based Learning and VTQ Delivery

Salary: £66,570 - £73,008 per annum (Grade 15)

Contract type: Full-time (36.5 hours per week), Permanent

WJEC is excited to be welcoming applications for the Head of Work Based Learning and VTQ Delivery role in the VTQ and Skills Delivery team.

The challenge

At WJEC, we contribute to our education communities by providing trusted qualifications and specialist support, to allow our learners the opportunity to reach their full potential. This is a fantastic chance to be part of an organisation that both encourages and enhances the minds of tomorrow.

The role

They will provide leadership and vision for our Work Based Learning and Vocational and Technical qualifications. They will be responsible for managing qualification officers and ensuring the timely and high-quality delivery of developmental and operational activity of in scope qualifications. They will provide advice and guidance on qualification related matters to a range of professional audiences.

About you

They will have detailed knowledge of education policy relevant to and experience in delivering and / or assessing work based learning and vocational and technical qualifications. They will have excellent interpersonal skills and the ability to collaborate with a range of stakeholders to ensure the delivery of outcomes to strict deadlines. They will have an organised and proactive approach to work, alongside a high level of accuracy and attention to detail.

The contract

At WJEC, we pride ourselves in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a competitive pension scheme and numerous family friendly policies.

This role is a hybrid post, enabling the successful candidate to split their time between WJEC offices and working at home, subject to personal preference and business need. As such, applications are invited from individuals across the UK but please note that the role will require regular working from our Cardiff offices. Welsh language skills are not essential but the willingness to learn is always valued.

To find out more about the role, or about working for us, please do not hesitate to contact HR, (HR@wjec.co.uk) who would be more than happy to answer your questions.

Please visit [our website](#) to download a copy of the job description and application form.

Closing date: 23:59, Monday 04 November 2024.

Interviews are expected to take place in the week commencing 18 November 2024.

JOB DESCRIPTION

Job Title:	Head of Work Based Learning and VTQ Delivery
Department:	VTQ and Skills Delivery
Section:	Qualifications & Assessment
Responsible to:	Assistant Director: VTQ and Skills Delivery
Grade:	15
Location:	WJEC Offices, Western Avenue / Hybrid

Main purpose of Job:

The Head of Work Based Learning and VTQ Delivery will provide leadership and vision for our Work Based Learning and Vocational and Technical qualifications and be responsible for line managing qualification managers/officers delivering our Work Based Learning and Vocational and Technical qualifications. This role is responsible for ensuring timely and high-quality delivery of developmental and operational activity of in scope qualifications.

The Head of Work Based Learning and VTQ Delivery has operational management for a portfolio of qualifications within the VTQ and Skills team, with responsibility for:

- the delivery, assessment, external quality assurance and awarding, and maintenance of the qualifications
- the provision of Professional Learning.
- advice and guidance on qualification related matters to a range of professional audiences.
- contract management where WJEC provides qualifications and/or other assessment services on behalf of another organisation.

Principal Duties and Responsibilities:

Management of the team

- Provide leadership to the team in order to ensure that agreed processes are followed in all aspects of work, with particular emphasis on the effective and efficient deployment of staff, examiners, moderators, quality assurers and any consultant appointments.
- Support the implementation of WJEC’s commercial strategy, identifying and acting on the potential for developing the market and enhancing WJEC provision in the Work Based Learning and VTQ area, taking advice from colleagues where relevant.
- Hold regular meetings and keep a record of discussion with the team, covering both standing items (e.g. internal communication briefings, VTQ and skills qualifications development, marketing and communication (including website), operational matters, using IT services to ‘work smarter’) and specific team priorities.
- Line-manage qualification managers/officers within the team including setting objectives, day to day line management responsibilities and completion of annual performance management reviews.

Managing the delivery of specified qualifications

- Ensure timely responses for queries regarding the qualifications.
- Work with the WJEC Marketing Team to develop and implement a marketing strategy for the qualifications, having responsibility for its success and growth.
- Promote the qualifications through appropriate channels, including writing and quality assuring the relevant pages on the WJEC website.
- Work with the Professional Learning Team to ensure a variety of Professional Learning events for teachers and other interested parties is available.
- Communicate information to centres relating to the qualifications e.g. written circulars, support materials, etc.
- Offer advice and guidance to head teachers, teachers and others on developments in the qualifications.
- Under the direction of the Executive Leadership Team (ELT), act as the Contract Manager for specified contracts where WJEC provides qualifications and/or other assessment services on behalf of another organisation, ensuring clear and timely responses and ongoing relationship management.

Managing the Assessment and Awarding Processes

- Provide overall quality assurance across all aspects of assessment development for specified qualifications.
- Working with the Appointees Team to ensure WJEC has available suitable teams of external moderators/quality assurers and examiners (as required), taking responsibility for the recruitment, appointment and training for appointees and ensuring that they are provided with appropriate advice and guidance to fulfil their roles effectively.
- Monitor, in conjunction with senior Appointees, the accuracy of external quality assurance/ moderation decisions, and where relevant and necessary to implement appropriate scaling.
- Arrange, service, advise, and direct the procedures of external quality assurance/moderation conferences, standardising and awarding conferences.
- Report on the awarding process and, in liaison with the Qualification Chair, make recommendations to the Responsible Officer.
- Ensure the preparation of reports to centres regarding performance in internal assessment.
- Ensure that the relevant administrative section has the necessary information to administer the marking, external quality assurance and moderation process.
- Ensure that the necessary changes are implemented in response to Regulators' scrutiny reports.

Informing the on-going development of work-based learning and pathways qualifications

- Provide proactive and innovative leadership for developments related to identified work based learning and vocational and technical qualifications.
- Collate feedback from centres on the qualifications and make recommendations on changes in response to issues identified.
- Be responsible for key aspects of the Specification Amendment Process, updating of specification documents and related materials including the Teacher Guidance.
- Contribute (where relevant) to the development of qualification approval criteria/conditions related to the qualifications and to attend meetings with Regulators if required.
- Advise on the nature of educational resources required to support the teaching and learning of the qualifications, and to collaborate with others in the development of digital resources. To provide guidance and clarification to such groups and monitor on-going work.

Budget responsibility

- To manage relevant budgets, and to contribute to relevant financial planning and monitoring activities.

Other Responsibilities

- Represent WJEC at external meetings and events, e.g. meetings with regulators, policy makers and stakeholders, relevant seminars, conferences and exhibitions.
- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- From time-to-time other duties commensurate with the grade which extend beyond individual subject areas, e.g. activity in support of developmental initiatives.

Person Specification

Job Title:	Head of Work Based Learning and VTQ Delivery
Department:	Qualification and Assessment Directorate

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

Skills and Abilities

Highly desirable

- Excellent management skills with demonstrable ability to balance multiple objectives and priorities; planning and delegating effectively.
- Good leadership skills, with the ability to promote effective cooperative working relationships and drive forward a consistent common focus.
- Good written and verbal communication skills with the ability to explain complex matters to a variety of audiences, including through presentation.
- Good computer literacy with confidence using Microsoft Office (particularly Word, Excel, PowerPoint, SharePoint and Teams)
- Self-motivated with the ability to independently plan, organise own workload and that of team members to meet strict deadlines.
- A creative problem solver, comfortable using initiative and flexibility to resolve novel or complex problems in work.
- High level of inter-personal and team working skills, with proven ability to develop professional networks.
- Ability to develop and deliver policies, procedures and/or process improvements.

Desirable

- Prior experience representing an organisation in a professional setting.
- Financial capability, including budget management skills.
- Welsh language skills.

Knowledge

Highly desirable

Detailed knowledge of:

- work based learning or vocational and technical qualifications, for example credit/competence-based qualifications, 14-19 Pathways, apprenticeships.
- education policy relevant to vocational and technical qualifications in England and/or Wales.
- Assessment and quality assurance techniques and their application.

Desirable

- 14-19 provision within both schools and colleges

Experience

Highly desirable

- Experience of delivering and/or assessing work-based learning and / or vocational and technical qualifications.
- Project management experience, with the ability to apply these skills to implement cross organisation initiatives.
- External Quality Assurance (verification) or Moderation Experience.

Desirable

- Curriculum management e.g. Head of Department or Coordinator experience.
- Mentoring experience.
- Development of resources.

Training / Qualifications

Highly desirable

- Degree qualification.
- PGCE.
- Assessor or IQA qualification.

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd / Job Title:	Pennaeth Dysgu Seiliedig ar Waith a Gwasanaeth CGTh / Head of Work Based Learning and VTQ Delivery		
Cyflog / Salary:	£66,570 - £73,008 y flwyddyn / per annum	Gradd / Grade:	15
Gwyliau Blynyddol / Annual Leave:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd. Pro rata. 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays. Pro rata.		
Pensiwn / Pension:	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
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<input checked="" type="checkbox"/> Llawn-amser / Full Time			
<input type="checkbox"/> Rhan-amser / Part Time		Nifer yr oriau yr wythnos	36.5
<input type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term		No of hrs per week	
<input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Diwedd y Tymor	
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Completed forms should be sent by email to hr@wjec.co.uk by 23:59 Monday 04 November 2024. Interviews are expected to take place in the week commencing 18 November 2024.			