

Regional Representative

Contract type: Full-time (36.5 hours per week), 46 weeks per year, September – July, Permanent
Salary: £53,649 - £57,225 per annum pro rata (Grade 12)

WJEC is excited to be welcoming applications for a Regional Representative to join our England regional team.

The role:

Our regional team promotes Eduqas qualifications and supports teachers already using them. We work closely with our subject teams and other colleagues to ensure we offer the best possible service to schools and colleges. The role is home-based, involving visits to centres and online engagement.

The person:

Applications are welcomed from candidates with recent teaching experience in Vocational and/or General qualifications. You'll enjoy working independently, but also thrive within a small team. You'll have a passion for engaging with teachers and identifying the best ways to understand and respond to their needs. Applicants will need to have a flexible approach to work and be available to travel within the UK as required, as well as engaging with teachers online. There is a termly team meeting at our Cardiff office.

Our benefits:

At WJEC, we take pride in being an inclusive and supportive place to work. We offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a highly competitive pension scheme and numerous family friendly policies. A career with WJEC can be extremely rewarding and you will be encouraged throughout with great opportunities to develop your professional and personal skills.

To find out more about the role, or about working for us, please do not hesitate to contact HR (HR@wjec.co.uk), who will 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: 09:00; Monday 23 September 2024

Interviews are expected to take place on Thursday 03 October 2024

JOB DESCRIPTION

Job Title:	Regional Representative
Department:	Strategy
Section:	Regional Team
Responsible to:	Head of Business Development
Grade:	12
Location:	Home working
Main purpose of Job:	

To provide advisory guidance and support to schools and colleges outside Wales, and to promote Eduqas qualifications to existing and new centres.

The role spans all qualifications WJEC offers in England, including GCE, GCSE, Level 1 / Level 2 and Level 3 Certificates, and Entry Level.

The post is full-time for 46 weeks per year (there is no requirement to work during the summer holidays).

It is anticipated that the regional representative will spend four days per week engaging with centres / attending events in person or remotely and the remaining day establishing and maintaining centre contacts. There will be some flexibility in how their time is arranged but the appointee will be expected to take part in a weekly online call, the monthly online pipeline review and a half termly meeting (in Cardiff, elsewhere or online) with the Head of Business Development and colleagues.

The regional representative will also be linked to a specific domain (a grouping of subject teams) and will be expected to attend relevant domain meetings, usually online.

The regional team plays an important role in fulfilling WJEC’s strategic aims, and its work is informed by engagement, acquisition and retention targets which are annually reviewed.

Principal Duties and Responsibilities:

Business development

- To encourage and facilitate movement from other awarding bodies to Eduqas.
- To provide relevant support and guidance to retain the entries of those centres at risk of leaving.
- To help the business achieve its targets in relation the number of centres / candidates taking Eduqas qualifications.
- To help drive increased number of attendees at CPD events.
- To encourage centres already with Eduqas to take up other qualifications under the Eduqas brand and to contribute to meeting growth targets.
- To introduce Eduqas qualifications to centres not currently using them.

- To liaise with relevant subject officers to gain expertise in one or more qualification, particularly those nominated as retention and growth priorities.
- To provide competitor information and wider market intelligence relating to consortia, multi-academy trusts and other groupings of schools and colleges to the England Stakeholder Engagement Executive to allow WJEC Eduqas to build relationships with them.

Communicating with Eduqas centres in England

- To promote WJEC's full range of qualifications, and in particular its Eduqas GCE and GCSE and vocational qualifications
- To act as a "client relationship manager" for centres in a specified area, maintaining regular contact, as directed
- To directly respond to requests for information from centres both orally and in electronic format
- To follow up, where necessary, relevant issues and queries from centres with appropriate colleagues across the business
- To communicate information to centres relating to Eduqas qualifications
- To offer advice and guidance to head teachers, teachers, examinations officers and others on matters relating to Eduqas qualifications
- To represent Eduqas at external meetings and events and to prepare and deliver presentations when required e.g. at stakeholder groupings, relevant seminars, conferences, exhibitions, examination officer meetings etc.
- To develop Eduqas' support for relevant subject teacher networks and other education communities
- Working with the Head of Business Development, to prepare and lead general online sessions for teachers and other stakeholders as required
- Working with domains, to prepare and lead selected professional development events relating to relevant qualifications
- To contact, over time, all centres offering Eduqas qualifications in the specified region; to meet subject leaders and senior management and provide a "curriculum clinic" service to centres if required.

Development of services and resources relevant to Eduqas qualifications

- To use professional expertise and educational experience to contribute proactively and innovatively to developments relative to Eduqas qualifications, for example by reporting back on views gathered both formally and more informally.
- To advise centres on the nature of educational resources available to support the teaching and learning of Eduqas qualifications.
- To provide advice, guidance and intelligence to the Qual development team/Subject Officers on relevant matters relating to qualification design and development.
- To advise colleagues (Head of Business Development) on centres' emerging needs with regard to qualifications, resources and administrative aspects.
- To work with specified subject areas to develop subject-specific training materials and resources for use in visits, online engagement and other contexts.
- To develop and lead online and face-to-face training, feedback and network meetings for specific qualifications.

Other responsibilities

- To work closely with a specified domain to ensure that the regional team is well informed about developments and that subject teams are appropriately supported and understand and work towards fulfilling growth targets.
- To attend relevant domain meetings where appropriate.
- To work closely with the Head of Business Development and other staff to identify and promote good practice and overcome challenges in centres.
- To keep appropriate records of contacts, visits and actions.
- From time to time to undertake other duties commensurate with the grade e.g. in support of other WJEC / Eduqas initiatives.

Person Specification

Job Title:	Regional Representative
Department:	Strategy

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

- Well-developed written and verbal skills
- Communication skills
- Interpersonal skills
- Numeracy skills
- Presentational skills
- Organisational skills
- Analytical and problem-solving skills
- IT literacy
- Ability to work to tight deadlines
- Ability to work under pressure
- Tact and diplomacy

Knowledge

Highly desirable

- Curriculum development principles and contexts
- Education policy relevant to developments in England in GCE, GCSE and other qualifications
- Teaching and learning and assessment techniques and their application.

Experience

Highly desirable

- Teaching experience
- Head of Department experience or similar
- Mentoring experience
- Development of resources

Training / Qualifications

Highly desirable

- Degree qualification
- PGCE

Other Requirements

Desirable

- Clean driving license

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
Teitl y Swydd / Job Title:	Cynrychiolydd Rhanbarthol / Regional Representative		
Cyflog / Salary:	£53,649 - £57,225 y flwyddyn / pro rata per annum	Gradd / Grade:	12
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. 25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays.		
Pensiwn / Pension:	Darpariaeth y rheoliadau Pensiynau Athrawon. The provision of the Teachers Pensions regulations.		
Math o Gytundeb:		Contract Type:	
<input checked="" type="checkbox"/> Llawn-amser / Full Time <input type="checkbox"/> Rhan-amser / Part Time <input type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term <input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term		Nifer yr oriau yr wythnos 36.5 No of hrs per week (46 weeks per year) Diwedd y Tymor End of Term Diwedd y Tymor / / End of Term	
Dull Ymgeisio:		Method of Application:	
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk erbyn 09:00; dydd Llun 23 Medi 2024 . Completed forms should be sent by email to hr@wjec.co.uk by 09:00; Monday 23 September 2024 .			