

JOB DESCRIPTION

Curriculum Consultant and Trainer

(please note this post is subject to an enhanced DBS check)

Responsible to:	Director of Education
Line management responsibility:	None
Hours:	Part-time 0.2 FTE (fixed term 12-month contract initially)
Salary band:	£48,000 - £50,000 pro rata
Location:	Office based, with work nationally and from home as agreed. (Please note, travel to deliver training and visit schools and industry is a prerequisite of the post)

Purpose of the post:

The Curriculum Consultant and Trainer will be one of our key CPD trainers and resource creators, working with teachers nationally to design and deliver high quality professional development. The post holder will need a broad knowledge base across all aspects of design and technology (both from delivery and leadership perspectives), but we are particularly seeking someone with deep levels of expertise in some or all the following areas:

- Primary Design and Technology from Early Years to KS2
- Extensive CAD/CAM experience using industry standard software (Autodesk Fusion, PTC Onshape, Solidworks, Siemens Solid Edge and/or Sketchup).
- Control Technology, Electronics and Programming experience using microprocessors
- Textiles technology
- Subject leadership experience, either within an individual school or across several schools

This position supports and assists the Chief Executive and the Director of Education by providing expert and professional D&T subject and leadership knowledge across all aspects of the Association's work. This includes developing and motivating staff and working with colleagues to embed strong subject knowledge and pedagogy at the heart of our organisation.

The Association is increasingly seen as the curriculum authority for design and technology and associated related activities, including initial teacher education, continued professional development and resource development. This post contributes significantly to the Association fulfilling this role.

This is an outward-facing post which will contribute to the skills, knowledge and confidence of D&T practitioners nationally. The postholder will identify, design and deliver relevant professional development courses (delivered both face-to-face and online) and will indirectly assist teachers to deliver safer, more inspiring and relevant learning to students nationally and internationally. The postholder may also be asked to manage curriculum projects won by the Association through a tender process.

Key requirements of the role:

- Helping to ensure the subject's long-term sustainability by identifying needs and tailoring CPD and support materials for teachers
- Contributing to the financial well-being of the Association through the development of commercial activity, including the planned delivery of CPD provision
- Enhancing the Association's reputation and profile through representing its values and interests in professional contexts including writing and delivering presentations
- Provision of D&T expertise, when working alongside other specialist educational colleagues to plan and deliver high quality professional training
- Responsible for our online learning opportunities through our Learning Management System (LMS)
- Work with members of SMT (by invitation) in developing the Association's overall vision, direction and strategic approach, and support the CEO with communication to all staff.

Tasks and Responsibilities:

Quality Products and Services

- Develop advice and guidance on implementation of the National Curriculum and exam qualifications to members, external bodies, and individuals as appropriate
- Provide expertise and delivery on the Association's continued professional development provision, relating to curriculum matters across all age groups and abilities
- Provide expertise and leadership for externally funded projects as required (working closely with key staff to develop bids and respond to tenders)
- Identify opportunities for and respond to requests for authoring articles and papers relating to D&T for both internal and external publication
- Identify and produce classroom materials for teachers and students
- Utilise our Learning Management System (LMS) to upload courses and resources to support teachers/students

External Relationships and Profile

- Provide expert contributions at events, conferences and meetings
- Act as an ambassador for the Association at events, conferences and meetings to raise the Association's profile and promote its services
- Act as an ambassador for the Association on online platforms and social media as appropriate

Meeting our Customers' Needs

- Provide expert advice and guidance to teacher members requesting support on curriculum, qualification, assessment and related matters
- Provide expert advice and guidance to consultant and corporate members
- Interpret Government policy in the context of D&T and convey to members through articles, publications, presentations and by responding to individual requests
- Anticipate and contribute to advising on future developments in the subject, keeping the Association at the cutting edge of any developments and enabling our members to respond accordingly
- Work with business and industry to provide advice on the nature and practice of D&T and how small and larger organisations can and should engage with schools
- Work with other providers of D&T related services and resources e.g., suppliers and publishers to ensure their outputs are appropriate and of value
- Contribute to regular communications with members, either through face-to-face meetings, written communication and by strategic targeted use of social media

Income Generation and Financial Efficiency

- Pick up and develop identified opportunities for externally funded activity (projects), completing associated tenders (working with others) and working with other Association staff to place strategic funding bids where appropriate
- Provide advice on maximising the use of available funds generated through external projects
- Identify and develop new resources and/or identify suitable authors/developers where appropriate for example if outside of own skillset.
- Identify opportunities for providing courses of professional development and provide leadership on their development and delivery
- Contribute to the SMT meetings on invitation identifying opportunities for increased efficiency within the organisation
- Seek opportunities to tender for commercial activity to support D&T education and the Association

Teamwork

- Working closely with the CEO and The Director of Education, contribute to the development of a focused and well-supported outward-facing D&T Association team
- Provide D&T subject-specific, Government policy and general education advice to Association staff and Trustees as necessary
- Develop, lead and contribute to the provision of internal CPD activity
- Any other reasonable task as requested by their line manager

Administration

- Write contributions for reports and essential documents as required

People Management Tasks

- Manage their own time effectively prioritising work and managing healthy work/life balance
- Give praise and recognise success – individual and team
- A positive outlook is essential; the Association has made significant progress in recent years by being customer-focused and results orientated.

Skills and Knowledge Required

	Basic (or used 'infrequently')	Intermediate (or used 'regularly')	Advanced (or considered an 'expert')
Skills & Attributes			
Leadership		X	
People Management		X	
Emotional Intelligence			X
Presentation Skills			X
Public Speaking			X
Time Management			X
Negotiation		X	
Influencing skills			X
Strategic planning		X	
Chairing meetings		X	
Change management		X	
Project management			X
Bid writing	X		
Diplomacy			X
Writing skills			X
Ability to work to deadlines			X
Financial planning		X	
Positive outlook			X
Attention to detail			X
Able to work independently			X
Team player			X
Knowledge & Experience			
Governance and charitable organisations	X		
D&T Expertise			X
Education environment and culture			X
Government & education processes / funding streams		X	
Best practice in leadership and management		X	
Business planning	X		
Tender processes	X		
Experience of working with industry		X	
Pedagogical approaches and relevant subject-specific and educational research		X	

It is also a requirement to have a valid driving licence and access to a car.