

Job Description

Job Title: Curriculum Writer

Reports to: Curriculum Manager

Location: Home based with UK wide travel

Purpose

Working within the Operational Support Service in collaboration with operational colleagues to ensure the curriculum is developed to maintain Shaw Trust Ofsted Grade 1 standard. We are looking for an exceptional individual to develop curriculum content to support all programmes across the business. As a Curriculum Writer, you will have the confidence to write about a wide range of subjects, changing your tone and style to match the audience and formatting your writing accordingly. With exceptional knowledge of the apprenticeships standards and writing content for qualifications up to Level 6. We are looking for someone with the knowledge and skills to produce high-quality educational curriculum with a creative flair to help us deliver an outstanding provision. To act as a champion of continuous improvement culture across Shaw Trust to support operational teams to meet and exceed expectations in line with the Shaw Trust Strategic Directive 2030.

Main Duties and Responsibilities

1. Work closely with the Curriculum Manager to deliver on the resource and material demand across the Shaw Trust Group, to meet short and long-term goals.
2. Work collaboratively with stakeholders including sector delivery experts to develop curriculum content at the right level and that meets requirements.
3. Research qualifications and Apprenticeship standards to translate them into deliverable blended learning models.
4. Create a wide range of high quality, engaging curriculum content and interactive resources using Awarding Organisation criteria, Apprenticeship standards and assessment plans.
5. Support the training of staff to ensure delivery of curriculum content at the standard required and promotes good practice in teaching and learning, curriculum design and assessment.

6. Advise and assist operational teams in developing best practice when planning and delivering qualifications and Apprenticeships across Shaw Trust.
7. Work in collaboration with curriculum, operational and marketing teams to develop site content to support IAG and skills development. Ensure all content meets the required corporate styling while ensuring it is engaging, accessible, and effective.
8. Work with the Curriculum Manager contributing regularly to the improvement of knowledge within the department and across Shaw Trust as directed.
9. Work within the wider curriculum team on projects that will widen our reach in new markets.
10. Keep the Content Planner up to date and work with the Curriculum Manager to ensure that content is quality checked.
11. Assist in monitoring and tracking the use of content resources and material, providing evaluative reports as required.
12. Ensuring that the content and tools we use, fully comply with the requirements of GDPR.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.
4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has a Diversity and Inclusion Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be

communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust 's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment in line with Shaw Trust's Strategic aim to adopt green approaches and become carbon neutral.

This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

<p>Person Specification</p> <p>Job Title: Curriculum Writer</p> <p>(E=Essential D=Desirable)</p>
<p>SKILLS AND CORE COMPETENCIES</p>
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Relevant education and training qualification. (E) • Experience in a teaching, learning and assessment role within the adult/further education sector. (D)
<p>Experience</p> <ul style="list-style-type: none"> • Experience in content writing. (E) including: <ul style="list-style-type: none"> - Experience of creating and writing content for educational purposes. (E) - Practical experience and working knowledge of digital tools like Google Analytics and CMS (e.g. WordPress, Kentico), E-Learning platforms, Authoring tools (Such as: Articulate). (D) • Developed Apprenticeship standard and qualification Level 1-6 curriculum content. (E) • Excellent interpersonal, communication and presentation skills. (E) • Proven ability to multi-task, manage multiple deadlines, and be flexible in working style (take a 'running brief' for example) to deal with unpredictable events. (E) • Use creative thinking to find innovative new ways to communicate the brand and work of Shaw Trust. (E) • Excellent understanding and experience of creating Scheme of Work. (E) • Ability to explain sequencing techniques to 'lay' audience. (E) • Ability to work on own initiative, as well as in consultation and negotiation with senior managers and other stakeholders as required. (D) • Project management skills. (D) • Able to demonstrate being highly organised, have good planning skills and be able to deliver to agreed target dates. (E) • Outstanding personal impact, drive, enthusiasm and presence. (E) • An understanding of accessibility and inclusivity requirements for people with disabilities and health problems. (E) • Be able to work as part of a team. (E)

Skills and Attributes

- Ability to work flexibly to cope with the varying demands of the role and achieve desired results. **(E)**
- A motivational, flexible and problem-solving approach. **(E)**
- Excellent presentation and communication skills at all levels, verbal and written. **(E)**
- Skilled in negotiating and influencing discussions. **(E)**
- Excellent organisational and time management skills demonstrating the ability to produce work to high-quality standards. **(E)**
- Ability to work on own initiative and within a team. **(E)**
- Good IT skills, including competent use of MS Word, PowerPoint, Excel, Visio, Teams. **(E)**
- Good attention to detail, English writing skills, report writing and planning skills. **(E)**
- Skilled in analysing and reporting on data. **(E)**

Personal qualities, communicating and relating to others

- Positive attitude to equality within employment. **(E)**
- Flexible, adaptable and innovative. **(E)**
- Excellent interpersonal, communication and presentation skills demonstrating the ability to convey complex messages clearly. **(E)**

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults. **(E)**
- This post requires a Disclosure and Barring Service Check at Basic level. **(E)**

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity. **(E)**
- Willingness to travel and work flexibly as part of the role **(E)**