

Job Description: Specialist Curriculum Lead Professional Pathways

Reports to: Head of Professional Pathways

Location: Currently operating hybrid working in our West London Office/includes school visits

Contract: FTC 12 months

Pattern: Part time (0.5FTE covering Business and IT or 0.5FTE covering Applied Science and Sport Science) or Full Time covering all four subjects.

Salary: £50,000 to £55,000 (depending on experience)

About the role:

Professional Pathways is Ark's sector-leading vocational KS5 route. With 1,000 students on the programme from 13 sixth forms, the Specialist Curriculum Lead role is instrumental raising the quality of education and increasing academic achievement in BTECs and AAQs.

The Specialist Curriculum lead will be responsible for working with the Head of Programme to support schools to improve their BTEC and AAQ provision in Applied Science, Business, IT and Sport and Exercise Science. The post holder will need to use a combination of school visits, regular meetings, resources, curriculum support, teacher training and problem solving, underpinned by kindness, ambition and experience, to improve outcomes.

The terms of this role are flexible for the right candidate. We would consider a 0.5FTE part time role supporting either Applied Science/Sport Science or Business/IT. We are able to offer this role on a secondment basis to current Ark staff, provided their Principal agrees. The days/hours allocation can be flexed to fit in with teaching commitments. Please get in touch with the Professional Pathways team to discuss further.

We're keen to hear from those with experience leading BTEC/AAQ programmes, who are passionate about working as a Network to improve outcomes for students.

Key Responsibilities:

School support, development and training

- Support high priority school departments to solve problems and improve student outcomes. This element of the role will involve school visits across London and occasional trips to Birmingham.
- Provide coaching, mentoring and one-to-one support to new teachers or those who are struggling to deliver the course.
- Build capacity and expertise within Ark's Network of teachers and Heads of Department.
- Work with Subject Network Leads to effectively develop subject network communities via three in-person full day INSET days per year (Network Days).
- Develop and deliver high-quality training and resources for teachers and Heads of Department in your subjects, working with the wider Professional Pathways team. Depending on need, this may cover, for example:
 - Outstanding BTEC teaching and learning practices
 - Effective assessment
 - Teacher subject knowledge for mandatory and optional units
 - Pedagogical practices

- Developing a positive and ambitious culture in BTEC departments

The vocational curriculum

- Work with KS5 Subject Network Leads in relevant subjects (Business, IT, Applied Science and/or Sport and Exercise Science) on curriculum planning such as Unit plans and MTPs.
- Secure alignment of departments to the network delivery plans for Extended Diploma BTEC and Extended Certificate AAQ qualifications.
- Use results, progress data and knowledge of Network to identify common challenges and work to mitigate these via training, resources or Network wide solutions.
- Work with the Head of Programme and Subject Network Leads to develop curriculum resources and share good practice to promote outstanding teaching, learning and assessment practices in BTEC classrooms.
- Work with the Head of Programme in planning for the roll out of T Levels and AAQs as required.

Curriculum partnerships

- Partnerships are at the heart of Ark's approach, and the Professional Pathways team works with a number of businesses, charities, universities and contractors to deliver the programme. In this role you may be asked to work in partnership with any of these organisations to deliver student sessions, teacher training or professional development for the Network.
- Source new partnerships with employers and universities, based on the needs of the Network.

Other

- Contribute to programme management of Professional Pathways as required, and work within Ark Central processes and policies at all times (including finances and safeguarding).
- Contribute to the work of the wider Sixth Form and Destinations team as required.
- Contribute to network meetings (central team and schools) as required.
- Undertake any reasonable responsibilities and actions as requested in line with the JD for the role.

Person Specification: Specialist Curriculum Lead Professional Pathways

Qualifications

- Educated to degree level
- QTS/PGCE

Knowledge and experience

- Highly experienced with teaching RQF BTEC programmes at Level 3, ideally with Head of Department, Line Manager or leadership experience.
- Designing and delivering teacher or adult training.
- Good people skills – able to build relationships and trust across the Network
- Experience facilitating with kindness, ambition and confidence.
- Comprehensive IT skills, particularly in working with MS Office and cloud-based storage.
- Ability to get up to speed quickly and deliver against ambitious and stretching goals.
- Excellent written communication and attention to detail.
- Experience of supporting Lead Internal Verifier or Quality Nominee processes (desirable)
- Experience of developing BTEC materials or resources (desirable)
- Experience of working across more than one school (desirable)

Personal Qualities

- Understanding of the challenges facing BTEC students and students from disadvantaged backgrounds.
- A passionate advocate for the role of technical and vocational education in supporting social mobility aims.
- Ability to work in a team.
- Organised and a self-starter.
- Flexible in approach and able to adapt to changing circumstances and priorities.
- Able to build relationships and work with a variety of people across multiple schools and organisations.

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).