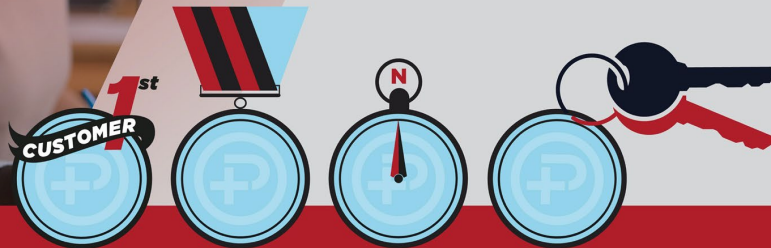


**“We change lives.
One individual at a time.
And in the same way, we’re
going to change society.”**



Job Description

JOB TITLE: Vocational Resource Developer

DEPARTMENT Prison Education

REPORTING TO National Quality Manager

MAIN PURPOSE OF THE ROLE:

This role is a fixed term contract of 12 months.

Your role will be working remotely within the national quality team to support the teaching teams in all prison education sites. You will be able to use your own curriculum knowledge, particularly from a vocational training background, to design, create and innovate new quality learning resources for use in classrooms and workshops. This position is fundamental in ensuring that all tutors are using good quality learning resources to engage learners from all different backgrounds and education experience.

You will work alongside the resource developer to support teams in being able to use software effectively to deliver learning interactively.



KEY RESPONSIBILITIES

- Creation of new learning resources that are original, engaging and of good quality.
- Adapting already existing resources to have renewed relevance to the curriculum.
- Effectively communicating with colleagues to understand what is needed regarding good quality resources.
- Sharing practice with tutors across the prison education teaching teams around the sharing of resources and innovative approaches to delivery.
- Promoting interactive learning and supporting the digital platforms we use.
- Providing some training to tutors where they require the necessary IT skills to manage application software in creating resources using IT.

PERSON SPECIFICATION

| Requirement | Essential | Desirable |
|------------------------|-----------|-----------|
| Education and Training | ✓ | ✓ |

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------|---|---|
| Teaching qualification minimum Level 4 (Certificate in Education) or above. | ✓ | |
| Subject specialist teaching experience in a vocational training curriculum area with delivery, lesson planning, creation of resources. | ✓ | |
| Knowledge of functional skills curriculum and delivery. | | ✓ |
| Skills, knowledge and abilities | | |
| Knowledge and skill in vocational training and delivery. | ✓ | |
| The ability to work remotely. | ✓ | |
| IT skills with the ability to create presentable documents and resources. | ✓ | |
| Organisational skills in being able to plan and meet deadlines. | ✓ | |
| Respect for and understanding of Safeguarding, Equal Opportunities, Health and Safety and Data Protection policies. | ✓ | |
| Experience | | |
| A passion for creating resources and developing alternative ways of delivering teaching subjects. | ✓ | |
| Experience of developing curriculum/ schemes of learning and in planning and delivering roll-on/off programmes. | | ✓ |
| Use of ICT to develop resources and make the best use of digital learning. | ✓ | |

| DEMONSTRATE THE PEOPLEPLUS TRADEMARKS | | Essentials | Desirable |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------|
|  | Customer First - Helping our customers improve their lives is our 'why'. | ✓ | |
|  | True North - We always operate with high ethical standards, keeping a sense of our 'True North', even when no-one is watching. We are the best version of ourselves, all the time, in everything we do. | ✓ | |
|  | Own It - We always take personal accountability for everything we do, including any issue we come across, owning it until it is fixed and seeking help when we need it. | ✓ | |
|  | Improve to be the best - We want to be the best at what we do for our clients, customers, service users and learners. That means we have a passion to keep learning and improving. We never accept second best. | ✓ | |

| Additional Information |
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