

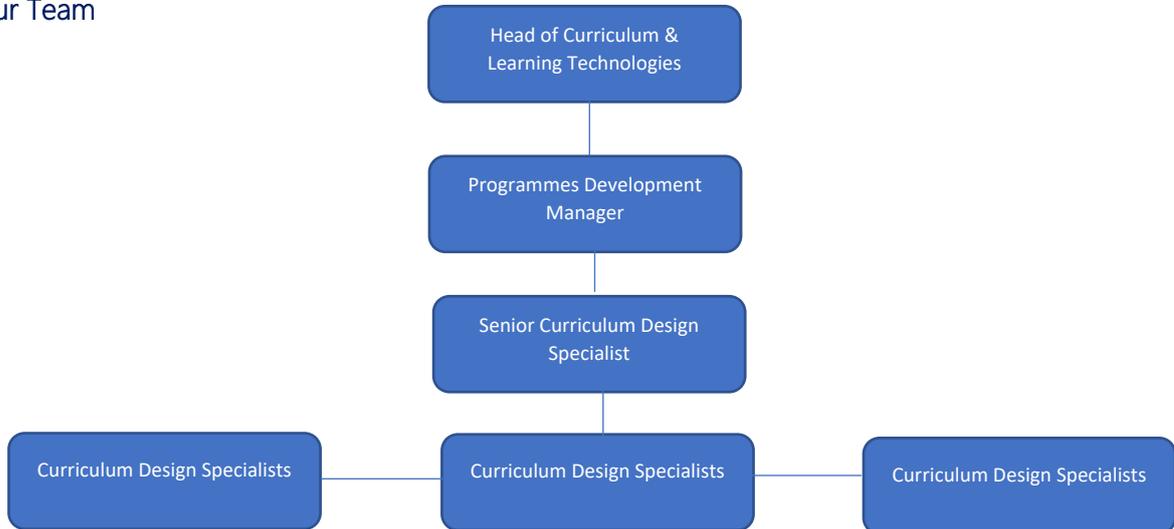
Curriculum Design Specialist

<p>Department: Curriculum & Learning Technologies</p>	<p>Reports to: Programmes Development Manager</p>
<p>Location: Remote / National</p>	
<p>In a nutshell</p> <p>Lifetime places the quality of the learning experience at the forefront of everything we do, whilst growing a highly successful business. The Curriculum Design Specialist will raise standards in the sector subject areas through developing outstanding and innovative learner journey's and blended learning resources that ensure Lifetime's commercial and apprenticeships products are recognised as market-leading across their sectors.</p> <p>The role:</p> <p>What will you be doing?</p> <ul style="list-style-type: none"> • Develop, analyse and update the learner journey for each of the sector standards in your area including the management & governance of an online resource library that supports outstanding delivery to our learners. • Review delivery models, learning principles/approaches and competitor activity to ensure cost-effective, learner and employer focused delivery programmes. • Improve Development Coach and learner engagement across Lifetime's learning platforms and help drive cultural change across the business. • Develop, edit and coordinate the writing of standards & learning resources and support the launch effectively to sectors ensuring access for all learners. • Liaise with IT/technical support to build, test, host and manage content in the learner support systems. • Recognise and understand the Ofsted Education Inspection Framework and develop learning resources with a clear Intent, effective Implementation plan and robust Impact measures • Manage and drive training & development in specialist areas to support delivery through technology, occupational competence updates, best practice learning and on-boarding. 	
<p>What else is involved?</p> <ul style="list-style-type: none"> • Support the Senior Curriculum Design Specialist in achieving the overarching curriculum strategic objectives • Identify and facilitate improvements in the delivery of the learning & assessment in line with Apprenticeship Standards reviews by the Institute for Apprenticeships & Technical Education (IfATE), End Point Assessment Organisation) (EPAO) and Sector Skills Council (SSC) changes or requirements. • Ensure Lifetime's curriculum meets the needs of learners, employers, staff and Awarding Organisations and curriculum resources meet internal brand standards. • Attend and network at industry events and conferences to support the innovative development of learning programmes. 	

How will you measure your success?

- Meet agreed on project timescales
- Ensure that all control documentation is accurate and meets the agreed standard.
- Ensure the sector curriculum has a comprehensive set of learning and assessment resources for its work-based learning programmes and commercial courses

Your Team



What you will need to have:

- Teaching & training experience with the ability to demonstrate a strong understanding of teaching methodologies and structuring of digital/blended learning packages in line with the Ofsted Education Inspection Framework (EIF).
- An understanding of the IfTA, Qualifications & Credit Framework (QCF), National Occupational Standards (NOS) and experience of writing delivery content to meet the requirements and criteria of qualifications and apprenticeship standards.
- Experience of working in a Hospitality (*Front of House*) environment and a working knowledge of the associated IFAT standards to at least level 4.
- Additional occupational experience in at least one of the sectors that Lifetime operate in, to at least level 4 (*Leadership & Management, Professional Services, Retail, Warehousing & Logistics, Customer Service, Administration, Care, Early Years or Active Leisure*).
- A track record of developing, adapting and innovating training products, ideally including a mix of face-to-face, distance and e-learning solutions.
- A track record of working successfully in high demand environments, to target and deadline, managing internal and/or external stakeholder expectations.
- Experience and an understanding of developing training products to deadlines and meeting commercial objectives.
- Experience and understanding of developing and implementing online or blended learning solutions.

- Proven experience in dealing with Awarding Organisations and Sector Skills Councils.
- Working knowledge of Awarding Organisation Quality Assurance practice and regulation and Ofsted Inspection processes.
- Excellent communication skills, including teamwork, ICT (e.g. Word, Excel, PowerPoint, Teams, Sharepoint) and working with external clients and stakeholders.

It would be great if you had:

- Experience in Learning & Development / Coaching and developing internal programmes for all employees across the organisation.
- Working knowledge of Apprenticeship delivery in the devolved nations.
- Proven ability to critically analyse and interpret information to form sound judgements.
- An excellent track record for building strong professional relationships and credibility across all levels of the organisation.
- Desire to work in a fast-moving, target driven and friendly environment.
- Engaging presentation style and comfortable in presenting to large groups both face to face and remotely.
- Ability to maintain a focus on consistent delivery expectations at the highest standards.
- Good administrative management and recording of activities/outputs.
- Approachable and flexible.
- Ability to work effectively, remotely & autonomously.