



Curriculum Manager – Education

Reporting To:	CEO
Main Purposes of the Contract:	To provide Curriculum Development, Teacher Training Delivery and Management for the Education Department and initiate and develop new education project ideas .
Contract Terms:	£30,000- 40 hours per week. Band S1 (Senior Grade 1) 12 month renewable contract

This Management role is to cover a **leadership position** and is for someone to help **move the organisation forward** and **keep projects on track** for the education department.

It is essential that this post holder:

- Has **passion** and **enthusiasm** to raise the standard of quality of care
- Has an **Education and Training (Teacher Training)** background
- Has experience in **leading** a team
- Has **credibility** with partners

Thorough knowledge of Teacher Training is essential

Some Care Sector knowledge is desirable (Note: The team includes a Care Practice Manager to provide sector specific leadership to the team and deliver on Care Programmes)

Note: this position will have a split of approx. 50% delivery (2.5 days) and 50% Projects/Line Management (2.5 days)

Specific Responsibilities: Education

To deliver quality Education and Training courses and programmes to a high standard leading on content and resource development – focus on Teacher Training courses at all levels

- Work with the strategic management (CEO) to understand the needs of learners and create and implement robust **teacher trainer related courses** to address both short and long term requirements with a focus on addressing any skills gaps and meeting the needs of our members. Developing new courses and materials
- **Design, prepare and deliver** Education and Training courses to meet observation requirements including Ofsted
- Learn all current courses within the HCPA Leadership Suite to provide emergency cover
- Lead on **mapping** all courses to appropriate qualifications and standards and manage all quality assurance within the department in line with QA team.

To provide direction and mentoring for the Education Department

- **Line Manage** Practice Educators & Tutors and manage the day to day utilisation of Practice Educators, Tutors & Freelance trainers to ensure all courses are covered by appropriate staff and manage emergency cover when necessary

- Ensure all **lesson planning and schemes of work** are up to date
- Act as an **assessor** and **verifier** for education related courses
- Collect and **monitor feedback** on the training team

To build sustainable and innovative Education Programmes

- Instigate new **innovative ideas** for the education department and drive forward the HCPA education offer
- Develop membership **surveys** for Education (LNA) and manage results
- **Network** with external sector bodies and sector specific groups to share knowledge and represent HCPA's interests.
- Ensure there is a strong link between the Education Department and the Recruitment Department around such areas as care certificate and conversion courses
- Provide presentation input for meetings and events
- Hold key accountability and write up project **reports** and add input to tenders

To build commercial (and funded) education programmes (non care specialist)

- Grow the **commercial course** area of the business – bringing in new ideas to meet members' needs
- Engage and build relationships with **staffing agencies** to bring in further work for HCPA
- Work with **Associate members** (in other counties) to sign up courses and delegates
- Collect and monitor feedback and produce **reports** on each commercial endeavour

To Manage Education Budgets

- Manage Education **Budgets** by budget monitoring monthly
- Work with the finance team to **cost all courses** whether funded or unfunded
- Agree contracts with **freelancers** and ensure timely payment

To work deliver Education and some business/leadership courses

- Deliver on Leadership Courses
- Delivering Award in Education and Training, Certificate in Education and Training, Assessor and IQA awards, Delivering Training and Peer Educator
- Emergency Cover

To work on the teaching facility project as part of the wider leadership team

This list is not exhaustive and will change according to business needs. Specific Objectives and KPI's will be issued on appointment.

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