

Curriculum Development Assistant

Location	Todmorden, West Yorkshire
Type	Initially fixed term for 12 months, full-time or job share
Salary	£19,000 - £22,000 per annum
Hours per week	37.5 hours Monday-Friday, office based.
Application close	Friday 07 December 2018



PURPOSE AND OBJECTIVES OF THE JOB

DistanceLearningCentre.com was set up in 1993 by an experienced group of teachers and lecturers. We felt that many people would like to study, but were unable to attend regular classes. We wanted to give everyone the opportunity to access excellent, flexible learning from home. Today, we are the UK's leading virtual college for Access to Higher Education. Each year our successful students go on to study at dozens of universities across the UK.

The Curriculum Development department is responsible for the review, development and implementation of the curriculum provision across all areas of the organisation. This involves the writing, reviewing and formatting of all course material units and assessments.

We wish to recruit a Curriculum Development Assistant who will be responsible for aiding the development of curriculum course material units, assessments and new qualifications across all curriculum areas in the organisation. The DistanceLearningCentre.com is committed to excellent quality throughout and the Curriculum Development Assistant is expected to show a similar commitment and work hard to achieve this goal in all areas within the scope of the role. This role requires highly developed communication skills and an in depth understanding of curriculum development and assessment strategies.

The role of the Curriculum Development Assistant spans across all curriculum areas of the organisation and involves working closely with the Curriculum Development Team to drive curriculum innovation, development and implementation. The Curriculum Development Assistant will also aid with the implementation of new learning technologies in the delivery of the curriculum.

The Curriculum Development Assistant must also maintain confidentiality and security with respect to the information which s/he has access which remains the property of the DistanceLearningCentre.com Ltd.

Job Description

- To support the Curriculum Development Team with the development of the curriculum provision across the organisation.
- In conjunction with the Curriculum Development Team, to develop an outstanding curriculum provision.
- Contribute to the development and successful implementation of the DistanceLearningCentre.com's curriculum plans.
- To contribute to reports and make information available at appropriate times according to the requirements of the organisation, include an annual summative Self-Assessment Report (SAR).
- To assist in developing new and innovative methods of curriculum delivery to meet a range of learner needs and increase the use of flexible distance learning.
- Ensure that all curriculum programmes operate within the requirements of curriculum assessment and examination regulations and in accordance with the DistanceLearningCentre.com Ltd.'s policies and procedures
- Work collaboratively with relevant staff in relation to curriculum innovation, development and implementation.
- To work closely and cooperatively across the whole staff team, respecting the specific roles and responsibilities of each member of staff and including them in decisions which relate to their respective areas.
- To undertake all administrative duties related to the areas of responsibility.
- To respond to emails from within the organisation as appropriate and as required.
- To report any errors or inaccuracies in curriculum provision promptly to the Executive Director (Academic) and/or Curriculum Development Manager.
- To undertake additional work or other duties as agreed with the Executive Directors.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder and are an indication of the type and level of duties expected of this post.

Person Specification

Essential:

The ideal candidate will possess:

- Excellent written, communication and editing skills.
- Proofreading skills.
- Excellent word processing skills (e.g. Microsoft word, photoshop etc).
- Good research skills.
- A high standard of organisational skills.
- An understanding of assessment strategies.
- Experience of academic protocols (e.g. plagiarism, authenticity etc).

Desirable:

- Experience of writing promotional materials (e.g. for social media, mail outs, articles etc).
- Proofreading experience.
- Creativity, flexibility and the ability to 'think outside the box'.
- Ability to help and develop new assessment methods and learning strategies.
- Degree in a relevant subject area.
- Knowledge of distance learning and Access to HE.
- Subject knowledge relevant to subjects/areas/provision at the DistanceLearningCentre.com Ltd.