

## Assistant Director: VTQ & Skills Delivery

**Salary:** £79,851 – £83,952 per annum (Grade 17)

**Contract type:** Full-time, permanent

To support our exciting growth plans, WJEC is looking to appoint a new Assistant Director: VTQ and Skills Delivery to strategically lead the effective delivery of our vocational, technical and skills qualifications and assessments.

As Wales' largest awarding body, at WJEC we provide trusted bilingual qualifications, straight-forward specialist support, and reliable assessment to schools and colleges across the country. With more than 70 years' experience, we are also amongst the leading providers in both England and Northern Ireland.

The Assistant Director will create and shape our VTQ delivery function, leading on and being accountable for the delivery of fair, valid and reliable assessments that are designed with schools, colleges, providers and learners in mind; allow those taking our assessments to demonstrate their knowledge, skills and understanding, and facilitate progress to the next stage in their lives and learning.

They will provide leadership and management of teams of subject experts, including those with responsibility for skills and pathways qualifications, and work-based learning and apprenticeships offerings in a range of sectors.

To support the implementation of WJEC's commercial strategy, creating capacity to support our growth by delivering an extended offering that compliments existing school provision, for Wales and England, and provides coherent learner pathways. The post-holder will develop and utilise the skills and knowledge of our experts in line with our corporate objectives, enabling them to maximise the value of the qualifications and assessments they manage.

The successful individual will have experience of a leadership and management role with a background in vocational, technical or skills qualifications and assessment. They will understand the context and organisation of education in Wales and England and have the ability to provide thought leadership and direction on the future of assessment.

This role is a hybrid post, enabling the successful candidate to split their time between WJEC offices and working at home, subject to personal preference and business need. As such, applications are invited from individuals across the UK but please note that the role will require regular working from our Cardiff offices.

At WJEC, we pride in being an inclusive and supportive place to work. We also offer a range of excellent benefits including: 25 days annual leave per year, plus 16 statutory/additional holidays, hybrid working, a competitive pension scheme and numerous family friendly policies.

If you would like to know more about this role, or about working at WJEC, please do not hesitate to contact Sarah in our HR team ([HR@wjec.co.uk](mailto:HR@wjec.co.uk)), who will be more than happy to help.

**Please visit [our website](#) to download a copy of the job description and application form.**

**Closing date: 09:00; Monday 10 February 2025**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Assistant Director: VTQ &amp; Skills Delivery</b>
<b>Department:</b>	VTQ & Skills Delivery
<b>Section:</b>	Qualifications & Assessment
<b>Responsible to:</b>	Director of Assessment
<b>Grade:</b>	17
<b>Location:</b>	Western Avenue, Cardiff
<b>Main purpose of Job:</b>	

To be the strategic lead for the effective delivery of our vocational, technical and skills qualifications and assessments.

To create and shape our VTQ delivery function, leading on and being accountable for the delivery of fair, valid and reliable assessments that are designed with schools, colleges, providers and learners in mind; allow those taking our assessments to demonstrate their knowledge, skills and understanding, and facilitate progress to the next stage in their lives and learning.

To provide leadership and management of teams of subject experts, including those with responsibility for skills and pathways qualifications, and work-based learning and apprenticeships offerings in a range of sectors.

To support the implementation of WJEC’s commercial strategy, creating capacity to support our growth by delivering an extended offering that compliments existing school provision, for Wales and England, and provides coherent learner pathways. The post-holder will develop and utilise the skills and knowledge of our experts in line with our corporate objectives, enabling them to maximise the value of the qualifications and assessments they manage.

Responsible for ensuring that WJEC remains compliant with a range of regulatory Conditions and guidance and operates in a timely manner to ensure the delivery of assessments and results to learners. The post-holder will be the corporate lead for verification policy, and along with the Assistant Director (GQ Delivery) will be responsible for our Centre Assessment Standards Scrutiny (CASS) policy and relevant sections of the Corporate Assessment Strategy.

To contribute to the effective strategic management of the Qualifications & Assessment Directorate. The post-holder will support the Director of Qualifications & Assessment and Responsible Officer by working strategically alongside the other Assistant Directors and ensuring that the working arrangements for their teams are efficient and co-operative with other parts of the business.

## Principal Duties and Responsibilities:

### Policy and regulation

- Monitor and ensure adherence with legislation, government policy and regulatory Conditions and guidance related to:
  - skills and pathways qualifications
  - work-based learning and apprenticeships
  - other alternative academic, vocational and technical qualifications
  - logging, monitoring and controlling for related risks and issues and escalating as appropriate.
- Responsible for WJEC's policies for verification, and (along with the Assistant Director (GQ Delivery)) responsible for our Centre Assessment Standards Scrutiny (CASS) policy, and relevant sections of the Corporate Assessment Strategy.
- Represent WJEC at external meetings, including with JCQ and regulators.
- Work with the Assistant Director (VTQ & Skills Qualifications Development) to identify opportunities in provision that will create 'vertical markets' to facilitate our growth, and provide coherent learner pathways.

### Assessment delivery

- Ensure that our VTQ assessments are fair, valid and reliable, and developed within agreed timescales, assessment design parameters and assessment strategies.
- Ensure that assessment-specific training materials are provided to support the training of assessors, moderators and examiners. Ensure the timely delivery of accurate results by managing the completion of marking, moderation and verification of VTQ assessments.
- Reflect the differing delivery and operational requirements associated with many types of technical qualifications, compared with general and alternative academic/pre-vocational qualifications.
- Work with the Head of Skills & Pathways, Head of Work-based Learning & Apprenticeships, Skills Coordinator, and other colleagues within WJEC, to create policies, processes and procedures to support learners and providers.
- Ensure that delivery approaches reflect and link with corporate approaches to appointee contracting and management, compliance, assessment design, special requirements, regulatory data reporting, awarding, professional learning/CPD, and teaching and learning resources.
- Manage the process for communicating with centres about assessment delivery, including signing off circulars to centres.
- Ensure that Principal Examiner and Principal Moderator reports for vocational and technical qualifications are published on time and to a sufficiently high quality to support CPD/professional learning activities.
- Lead the process of assessment functioning reviews for VTQ assessments after each series, and periodically for on-demand tests, ensuring that insights are used to improve our assessments.

### Support

- Ensure the timely delivery of high quality training materials for professional learning events for teachers.
- Ensure the provision of marked and annotated exemplar materials for centres, particularly for assessments that are internally assessed and externally moderated.

## **Management**

- Lead the Head of Skills & Pathways, Head of Work-based Learning & VTQ Delivery and the Delivery Manager to support the delivery of our qualifications and, more broadly, our commercial strategy, reflecting WJEC's strategic priorities.
- Ensure that staffing and budget resources are deployed effectively and efficiently in order to deliver to the right quality, on-time and on-budget; meet changing needs and manage risk; and create capacity to support our growth.
- Report regularly to ELT and Board against agreed KPIs for assessment delivery and quality.
- Ensure that delivery processes and procedures are compliant with GDPR and information security requirements.
- Ensure that staff receive appropriate induction and ongoing training.
- Be the budget holder for certain defined cost centres as agreed with the Director of Qualifications & Assessment.

## **Corporate Duties**

- You will lead, motivate and inspire the development of staff to enable delivery of business plans; coaching and mentoring others to nurture talent and grow capabilities
- You will be a highly visible and inspirational role model, reinforcing the organisation's core values
- You will be familiar with and adhere to all relevant company policies and procedures, ensuring team members are briefed and trained on and compliant with all procedures and policies.
- You will undertake from time-to-time duties of a similar level as may be required, to include deputising for the Director of Qualifications & Assessment.

## **Other**

- To understand and comply with all WJEC policies and procedures detailed in the Staff Handbook; in particular, ensuring you understand your role and responsibilities in relation to Safeguarding, Information Security, GDPR, Confidentiality, Welsh language and Health, Safety and Environment.
- Participate actively in supporting the principles and practice of equality of opportunity as laid down in WJEC's Equality & Diversity Policy, embedding ED&I into all projects, policies and practices.
- To be a pro-active team-member, contributing positively to meetings and projects in support of WJEC aims and objectives.
- To engage in personal and professional development activities relevant to the role.
- To undertake other duties, as required, which are commensurate with the grade of the post.

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**Person Specification**

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<b>Job Title:</b>	<b>Assistant Director: VTQ &amp; Skills Delivery</b>
<b>Department:</b>	VTQ & Skills Delivery

Highly Desirable criteria are the optimum skills and experience the applicant will ideally have. Desirable criteria are those which would add value to the job if present, and also include potential for growth and development into the role.

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**Skills and Abilities**

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**Highly desirable**

- Excellent communication and interpersonal skills
- Lead, engage and inspire effectively, promoting collaboration across the Qualifications and Assessment directorate and wider organisation
- Proactively engage and communicate with key stakeholders and policymakers, demonstrating effective influencing and negotiating skills
- Project management skills, and the ability to manage simultaneous projects
- Initiates innovative solutions to problems which have a strategic impact

**Desirable**

- Ability to speak and work through the medium of Welsh

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**Knowledge**

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**Highly desirable**

- An understanding of the context and organisation of education in Wales and England.
- Knowledge of the key principles of assessment, and how they relate to vocational, technical skills and pathways qualifications.
- A strong understanding of delivering vocational, technical or skills qualifications and assessments to centres or employers.
- A comprehensive understanding of the principles of project management and quality management.

**Desirable**

- Knowledge of financial management and analysis.
- Knowledge of risk management strategies.
- Understanding of the apprenticeships framework.

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**Experience**

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**Highly desirable**

- Experience of a leadership and management role within the education sector
- Experience of managing several simultaneous projects
- Experience of building and sustaining successful strategic partnerships and relationships.
- Experience of monitoring and evaluating procedures.
- Experience of system design and process development.

**Desirable**

- Experience of budget management and business planning
- Experience of change management

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**Training / Qualifications**

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**Highly desirable**

- Appropriate academic qualification and professional qualification
- Evidence of continuous professional development

Telerau ac Amodau Gwasanaeth		Terms and Conditions of Service	
<b>Teitl y Swydd / Job Title:</b>	Cyfarwyddwr Cynorthwyol: Gwasanaeth Cymwysterau Galwedigaethol a Thechnegol (CGTh) a Sgiliau / Assistant Director: Vocational Technical Qualifications (VTQ) & Skills Delivery		
<b>Cyflog / Salary:</b>	£79,851 - £83,952 y flwyddyn / per annum	<b>Gradd / Grade:</b>	17
<b>Gwyliau Blynnyddol / Annual Leave:</b>	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol / ychwanegol o wyliau yn ogystal ar hyn o bryd. 25 Days per annum. In addition, WJEC currently allows 16 statutory / additional holidays.		
<b>Pensiwn / Pension:</b>	Gweithredir darpariaeth y Ddeddf Bensiwn Llywodraeth Leol. The provision of the Local Government Superannuation Act apply.		
<b>Math o Gytundeb:</b>		<b>Contract Type:</b>	
<input checked="" type="checkbox"/>	Llawn-amser / Full-time		
<input type="checkbox"/>	Rhan-amser / Part-time	<b>Nifer yr oriau'r wythnos / No. of hrs per week</b>	36.5
<input type="checkbox"/>	Llawn amser Tymor Cyfyngedig / Full-time Limited Term	<b>Diwedd y Tymor / End of Term</b>	
<input type="checkbox"/>	Rhan-amser Tymor Cyfyngedig / Part-time Limited Term	<b>Diwedd y Tymor / End of Term</b>	
		<b>Nifer yr oriau'r wythnos / No. of hrs per week</b>	
<b>Dull Ymgeisio:</b>		<b>Method of Application:</b>	
<p>Dylid anfon ffurflenni wedi'u llenwi ar e-bost at <a href="mailto:ad@cbac.co.uk">ad@cbac.co.uk</a> erbyn <b>09:00; dydd Llun 10 Chwefror 2025.</b></p> <p>Completed forms should be sent by email to <a href="mailto:hr@wjec.co.uk">hr@wjec.co.uk</a> by <b>09:00, Monday 10 February 2025.</b></p>			