

JOB DESCRIPTION

Job title:	Regional Representative
Department:	Strategy
Section:	Regional Team
Responsible to:	England Stakeholder Engagement Executive
Grade:	11
Location:	Home working with some meetings at WJEC in Cardiff
Main purpose of Job:	

To provide advisory guidance and support to schools and colleges in England, promoting WJEC Eduqas qualifications to existing and new centres in that country.

The role spans all qualifications WJEC Eduqas offers in England, including GCE, GCSE, Level 1 / Level 2 Certificates, Entry Level, and vocational.

Ideally, we wish to appoint a representative conveniently located - or willing to relocate - to serve either the region west of the Midlands (including, for example, Staffordshire, Herefordshire, Shropshire and Gloucestershire) or east of the Midlands (including for example Lincolnshire, Humberside and North Yorkshire). However, there may be some flexibility within the team to re-organise/re-distribute responsibilities if we find a suitable candidate.

The post is full-time for 46 weeks per year (there is no requirement to work during the Summer holidays).

It is anticipated that the regional representative will spend four days per week engaging with centres / attending events in person or remotely and the remaining day establishing and maintaining centre contacts. There will be some flexibility in how their time is arranged but the appointee will be expected to take part in a weekly online call and a half termly meeting (in Cardiff, elsewhere or online) with the England Stakeholder Engagement Executive and colleagues.

Principal Duties and Responsibilities:

Communicating with WJEC Eduqas centres in England

- To promote WJEC's full range of qualifications, and in particular its Eduqas GCE and GCSE qualifications;
- To act as a "client relationship manager" for centres, maintaining regular contact, as directed by WJEC;
- To directly respond to requests for information from centres or follow up with relevant WJEC staff;
- To offer advice and guidance to head teachers, teachers, examinations officers and others on matters relating to WJEC / Eduqas qualifications;

- To represent WJEC / Eduqas at external meetings and events, e.g. stakeholder groupings, relevant seminars, conferences, exhibitions, examination officer meetings etc.;
- Working with the England Stakeholder Engagement Executive, to prepare and lead general online sessions for teachers and other stakeholders as required;
- To contact, over time, all centres offering WJEC / Eduqas qualifications in the specified region; to meet subject leaders and senior management and provide a “curriculum clinic” service to them if required.

Business development

- To help the business achieve its targets in relation the number of centres taking WJEC Eduqas qualifications;
- To encourage and facilitate movement from other awarding bodies to WJEC Eduqas;
- To provide relevant support and guidance to retain the entry of those centres at risk of leaving;
- To help drive increased number of attendees at CPD events held in the region and online;
- To encourage centres already with WJEC Eduqas to take up other qualifications under the Eduqas brand and to contribute to meeting growth targets;
- To introduce WJEC Eduqas qualifications to centres not currently using them;
- To liaise with relevant subject officers to gain expertise in one or more qualifications nominated as retention and growth project priorities, in order to help fulfil the project objectives;
- To provide competitor information and wider market intelligence relating to consortia, multi-academy trusts and other groupings of schools and colleges to the England Stakeholder Engagement Executive to allow WJEC to build relationships with them.

Development of services and resources relevant to WJEC / Eduqas qualifications

- To use professional expertise and educational experience to contribute proactively and innovatively to developments relative to WJEC / Eduqas qualifications, by reporting back on views gathered both formally and more informally;
- To advise centres on the nature of educational resources available to support the teaching and learning of WJEC / Eduqas qualifications;
- To advise colleagues (via England Stakeholder Engagement Executive) at WJEC on centres’ emerging needs with regard to qualifications, resources and administrative aspects.

Other responsibilities

- To work closely with the England Stakeholder Engagement Executive and other WJEC staff to identify and promote good practice and overcome challenges in centres;
- To keep appropriate records of contacts, visits and actions;
- From time to time to undertake other duties e.g. in support of other WJEC initiatives.

Person Specification

Job title:	Regional Representative
Department:	Strategy

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.

Skills and Abilities

Highly desirable

- Well-developed written and verbal skills
- Communication skills
- Interpersonal skills
- Numeracy skills
- Presentational skills
- Organisational skills
- Analytical and problem solving skills
- IT literacy
- Ability to work to tight deadlines
- Ability to work under pressure
- Tact and diplomacy

Knowledge

Highly desirable

- Curriculum development principles and contexts
- Education policy relevant to developments in England in GCE, GCSE and other qualifications

Experience

Highly desirable

- Teaching experience
- Head of Department experience or similar
- Mentoring experience
- Development of resources

Training / Qualifications

Highly desirable

- Degree qualification
- PGCE

Other Requirements

Clean driving licence and access to a car

Teitl y Swydd: Job Title:	Regional Representative		
Cyflog: Salary:	£41601.00 - £44625.00 (Pro-rata)	Gradd: Grade:	11
Gwyliau Blynnyddol:	25 Diwrnod y flwyddyn. Mae CBAC yn caniatáu 16 o ddyddiau statudol/ychwanegol o wyliau yn ogystal ar hyn o bryd. (Pro-rata)		
Annual Leave:	25 Days per annum. In addition, the WJEC currently allows 16 statutory / additional holidays. (Pro-rata)		
Pensiwn:	Darpariaeth y rheoliadau Pensiynau Athrawon		
Pension:	The provision of the Teachers Pensions regulations		
Math o Gytundeb:	Contract Type:		
<input checked="" type="checkbox"/> Llawn-amser / Full Time			
<input type="checkbox"/> Rhan-amser / Part Time	Nifer yr oriau yr wythnos No of hrs per week	36.5 (46 weeks per year)	
<input type="checkbox"/> Llawn-amser Tymor Cyfyngedig / Full Time Limited Term	Diwedd y Tymor End of Term		
<input type="checkbox"/> Rhan-amser Tymor Cyfyngedig / Part Time Limited Term	Diwedd y Tymor End of Term	/ /	
Dull Ymgeisio:	Method of Application:		
Dylid anfon ffurflenni wedi'u llenwi ar e-bost at ad@cbac.co.uk neu eu postio i'r Uned Adnoddau Dynol, CBAC, 245 Rhodfa'r Gorllewin, Caerdydd, CF5 2YX erbyn 06 Mai 2021, Cyfweliadau: w/c 17 Mai 2021			
Completed forms should be sent by email to hr@wjec.co.uk or returned by post to the Human Resources Unit, WJEC, 245 Western Avenue, Cardiff CF5 2YX by 06 May 2021 Interviews w/c 17 May 2021.			