WJEC is excited to be welcoming applications for a Regional Representative to join our England regional team.

Our regional team promotes Eduqas qualifications and supports teachers already using them. We work dosely with our subject teams and other colleagues to ensure we offer the best possible service to schools and colleges. The role is home-based, involving visits to centres and online engagement. Whilst a significant part of the role will involve promotion and support for the Eduqas Vocational qualifications, the post-holder will also be required to work in other subject areas in a less specialised capacity as necessary.

Applications are welcomed from candidates with recent teaching experience in Vocational subjects enjoy working independently, but also thrive within a small tea engaging with teachers and identifying the best ways to understand and respond to their needs. Applicants will need to have a flexible approach to work and be available to travel within the UK as required, as well as engaging with teachers online. There is a termly team meeting at our Cardiff office.

At WJEC, we take pride in being an inclusive and supportive place to work. We offer a range of excellent benefits including: 25 days annual leave per year (in addition to 16 statutory / additional holidays), free Welsh lessons, a highly competitive pension scheme and numerous family friendly policies. A career with WJEC can be extremely rewarding and you will be encouraged throughout with great opportunities to develop your professional and personal skills.

To find out more about the role, or about working for us, please do not hesitate to contact HR (HR@wjec.co.uk), who will be more than happy to answer your questions.

# JOB DESCRIPTION

To help drive increased number of attendees at CPD events

To encourage centres already with Eduqas to take up other qualifications under the Eduqas brand and to contribute to meeting growth targets

To introduce Edugas qualifications to centres not currently using them

To liaise with relevant subject officers to gain expertise in one or more qualification, particularly those nominated as retention and growth priorities

To provide competitor information and wider market intelligence relating to consortia, multiacademy trusts and other groupings of schools and colleges to the England Stakeholder Engagement Executive to allow WJEC Eduqas to build relationships with them.

### Communicating with Eduqas centres in England

and vocational qualifications

in a specified area, maintaining regular

contact, as directed

To directly respond to requests for information from centres both orally and in electronic format To follow up, where necessary, relevant issues and queries from centres with appropriate colleagues across the business

To communicate information to centres relating to Eduqas qualifications

To offer advice and guidance to head teachers, teachers, examinations officers and others on matters relating to Eduqas qualifications

To represent Eduqas at external meetings and events and to prepare and deliver presentations when required e.g. at stakeholder groupings, relevant seminars, conferences, exhibitions, examination officer meetings etc.

To develop Eduqas' support for relevant subject teacher networks and other education communities

Working with the England Stakeholder Engagement Executive, to prepare and lead general online sessions for teachers and other stakeholders as required

Working with domains, to prepare and lead selected professional development events relating to relevant qualifications

To contact, over time, all centres offering Eduqas qualifications in the specified region; to meet centres if required.

#### Development of services and resources relevant to Eduqas qualifications

To use professional expertise and educational experience to contribute proactively and innovatively to developments relative to Eduqas qualifications, for example 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 Eduqas qualifications

To provide advice, guidance and intelligence to the Qual development team/Sub10 0 1 61.704 279.29 Tm0

# **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

Teaching and learning and assessment techniques and their application.

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Teitl y Swydd: Job Title:	Cynrychiolydd Rhanbarthol/ Regional Representative				
Cyflog: Salary:	£53,649.00 - £57,225.00 y flwyddyn/ per annum (Pro-rata)	Gradd: Grade:	12		