**Cyber/Digital Development Lead**

**Service Area/Centre: Creative and Digital**

**Hours: 37 hours per week / 52 weeks per year**

**Salary: Fixed Point 37 plus market premium of up to £5k per annum**

**Reference Number: CDDL1**

**Responsible to: Head of School - Creative and Digital**

**The Position**

This is an exciting opportunity to join an aspirational College with big plans. You will lead on the development of local and regional employer and stakeholder relationships to enhance and grow the College’s engagement and reputation in the sector. You will be involved in the co-creation and delivery of the curriculum and developing resources to support employer need for provision including T Levels and Apprenticeships. You will also be involved with the delivery of other provision within the Creative and Digitaldepartment in addition to supporting employer engagement and reputation enhancing for FE and HE.

**Main Duties and Responsibilities**

**Development, Engagement and Delivery of Programmes**

1. Develop relevant local and regional industry relationships ensuring regular engagement.
2. Identify and develop relationships with relevant sector stakeholders and groups.
3. Liaise with employers and stakeholders to create and design a Cyber and Digitalcurriculum model supporting employer need and to contribute to the delivery of such programmes.
4. Develop and deliver masterclasses for Schools and industry.
5. Lead and build on existing programmes with stakeholders such as the College’s CyberFirst Gold recognition, FE Bursary pilot, Cyber Hub etc.
6. Develop curriculum resources and delivery materials.
7. Review current equipment and facilities to ensure best use, consider future growth/innovations in readiness for possible funding.
8. Plan, prepare and deliver high quality training and teaching to groups and individuals both in College and in the workplace in accordance with qualification guidelines and the College’s quality systems.

**Apprenticeship Assessor**

1. Co-ordinate the Apprenticeships and work-based learning programmes within defined sector area.
2. Be responsible for the quality of work-based delivery; for monitoring success rates and frequency of the reviews; and for managing the processes of completion of all aspects of the Apprenticeship standard and registering for End Point Assessment, meeting the requirements of the external bodies.
3. Track enrolment statistics against targets, monitor and report on achievement rates, high grades and provide reports to managers on the analysis of reporting data including the self-assessment report and associated actions.
4. To support the recruitment, assessment and placement of learners with employers.
5. Timely completion of progress reviews and monitoring of all elements of the programme of study including: learners attendance, progress and performance, offer appropriate feedback and action plans and communicate effectively with employers informing them of learner progress and achievements.
6. Create assessment plans with learners and assess supporting evidence, providing feedback for individual learners, be responsible for the direct assessment of learners in the workplace.
7. Use the College online portfolio to track learner progress and measure off the job training and analysis.
8. Plan and carryout mock assessments to prepare learners for End Point Assessment encouraging work to achieve high grades.
9. Complete appropriate paperwork to ensure timely completion of the Apprenticeship standard allowing entry to gateway and End Point Assessment.

**General**

1. Undertake continuous professional development as necessary to keep up to date with initiatives and practice and complete mandatory training.
2. To positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure.
3. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places learners at the centre of what we do. Therefore all staff are expected to contribute to support colleagues who may have more day to day contact with learners. These include supporting key processes which enhance learners’ experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, provision of reception cover, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.
4. Any other duties commensurate with the post.

 You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

**Author: Head of School – Creative and Digital**

**Date: May 2024**