

We Are Hiring

# BTEC CONSULTANTS

Creativity

Holistic  
Education

Open-  
Mindedness

Individuality

<b>Titles:</b>	BTEC Consultants in: <ul style="list-style-type: none"><li>• Animal Care</li><li>• Hair &amp; Beauty</li><li>• Business</li><li>• Digital Media</li><li>• Cooking/Hospitality</li><li>• Construction</li><li>• Music</li></ul>
<b>Responsible To:</b>	Head of Curriculum Development
<b>Location:</b>	Remote
<b>Hours</b>	One Hour per week or equivalent for 40 weeks
<b>Pay:</b>	£2,000 per annum

## Role Summary:

At TCW, BTEC qualifications are mainly delivered through a programme of experience days, immersive real-world projects and events that serve as the culminating points of each half-term's learning. For example the Christmas Bazaar, Creative Exhibition and end-of-year Showcase provide termly opportunities for these courses to demonstrate their learning in real-life scenarios. Schemes of work are built backwards from these events, so that lessons, tasks and assessed work move students towards a shared, visible outcome rather than through a series of disconnected units.

This model draws on well-established thinking around project-based learning, and works particularly well for students with SEND or complex needs, offering a predictable rhythm while allowing flexibility in how individuals contribute and demonstrate their skills. The curriculum is also designed so that students can join and leave at any point in the cycle without being disadvantaged.

The consultant's role within this framework is to support the teacher to ensure that BTEC criteria map meaningfully onto project outcomes, that assessment evidence is gathered naturally through the work students produce, and that subject expertise supports rather than sits alongside TCW's wider approach to vocational education.

Most courses offered are level 1, but we strive to achieve level 2 for students where possible and aspire to introduce level 3 in the future.

The consultant will provide expert guidance to support the delivery, development and quality assurance of the specified BTEC provision. The role focuses on curriculum enrichment, scheme of work (SOW) support, internal verification, and ensuring high-quality vocational learning opportunities, including real-world and enrichment experiences such as trips and industry engagement. They are there to provide expert advice and guidance to the relevant teachers.

We are looking for seven consultants to provide support for the following subjects: Animal Care, Hair & Beauty, Business, Digital Media, Cooking/Hospitality, Construction, Music.

## Responsibilities:

### Curriculum & Delivery Support

1. Support the development and ongoing review of the BTEC/experience day scheme of work.
2. Provide subject expertise to help ensure curriculum content is engaging, relevant and aligned to BTEC requirements.
3. Advise the teaching team on delivery approaches, resources and subject knowledge development.
4. Provide relevant lesson resources where appropriate.
5. Respond to occasional queries from staff regarding course content and assessment.
6. Support in the completion of any necessary admin relating to the submission of the qualification. Currently using Pearson BTECs but open to other options where appropriate.

### Quality Assurance

1. Act as Internal Verifier for the relevant BTEC qualification.
2. Support standardisation of assessment practices and ensure consistency in marking and evidence requirements.
3. Review and moderate BTEC coursework samples to ensure compliance with awarding body standards.
4. Support preparation for external verification where required.

## Enrichment & Curriculum Enhancement

1. Suggest and help design meaningful enrichment opportunities, including subject-related trips, visits and guest speakers.
2. Contribute ideas to enhance student engagement and real-world application of the students' studies.
3. Support the development of a vocationally rich curriculum that prepares learners for further study or employment.

## Ongoing Collaboration

1. Attend occasional Thursday curriculum meetings (5-6pm online), as required, to contribute ideas and share subject expertise.
2. Work flexibly with teaching staff to build confidence in delivering the BTEC, offering practical advice, ideas and reassurance where needed.
3. Act as a supportive point of contact for teachers, responding to questions about curriculum content, delivery approaches and assessment requirements.

## Person Specification:

### Essential:

- Experience of delivering BTEC or equivalent vocational qualifications, with relevant subject knowledge and/or industry experience.
- Experience working in an education setting, with a good understanding of teaching and learning.
- Experience of supporting or assessing vocational coursework, including an understanding of internal verification (or willingness to develop this).
- Knowledge of SEN and/or behavioural learners, and an ability to support curriculum planning and scheme of work development accordingly.
- Strong understanding of how to support teacher confidence and improve classroom practice.
- Excellent attention to detail, particularly when reviewing assessment evidence.
- Strong communication skills and the ability to build positive working relationships with staff.
- Well-organised, self-managing and able to work independently and flexibly, including remotely.
- Good IT skills (Microsoft Office, Google Drive, Gmail etc.).
- Positive, proactive approach with a focus on improving teaching and learning.
- Awareness of safeguarding responsibilities.

### Desirable:

- Experience of working in a creative environment
- Experience of working in a charity

The consultancy requirements are not an exhaustive list and there may be times when the Executive Headteacher or Headteacher will require certain tasks to be undertaken that may not be listed here. These will always fall within the policies and procedures of TCW and within the remit of what may be expected in your role. There will always be a discussion between all parties on whether the successful candidate feels they can manage these extra tasks.

## Extra Information:

This is a consultancy position for approximately 40 hours per year. Spread over 39 weeks + the 1 week leading up to the start of the academic year. This role is flexible in its delivery working hours. Most of the duties can be delivered remotely or in person as preferred by the consultant. You are asked to regularly check your emails throughout the week offering ad hoc advice and support where required.

This role reports directly to the Head of Curriculum Development responsible for outcomes for pupils.

It is expected that all our consultancy staff keep in line with the school's policies and procedures and conduct themselves in a manner that is deemed acceptable and appropriate by the CEO and Executive Headteacher of TCW.

### **THE POST HOLDER WILL BE SUBJECT TO AN ENHANCED DISCLOSURE AND BARRING SERVICE (DBS) CHECK**

**We are committed to safeguarding and promoting the welfare of children, young people and adults at risk. We expect all staff and volunteers to share this commitment.**