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| Name: | Mark Hughes |
| Location: | Wigan |
| Contact: | 07730377626westlancsteacher@hotmail.co.uk |

Personal Profile:

With over 10 years’ experience in education and curriculum development, I am a personable and confident Manager, Course Leader and FET Mentor. I can thrive within a setting where I can find creative solutions to engage and teach, while advocating for personal development and communication.

I am a passionate and warm individual, with a genuine love for developing a team and working collaboratively in often high-pressure scenarios and having led both a classroom of college-age students and a team of NQTs, I am highly adaptable, and enjoy developing a clear strategy to suit the needs of the group I am working within.

Having managed multiple projects and processes, I have an excellent working knowledge of the education sector and have developed and presented my research and work at senior level, alongside developing engaging and insightful relationships and communications across multiple third parties including local secondary schools and community projects.

I love what I do, and I do it with great joy and endless exploration, and I am now ready to move into a role that can both challenge and excite me, utilising my skillset within a new professional arena.

Key Skills:

* Strategic development and design of curriculum
* Conducting complex research and development projects
* Educational leadership and confident public speaking
* Highly adept at utilising social media, video production and editing suites
* Developing staff through engaging workshops and training session
* Delivering effective training and mentoring to teachers and future teachers
* Utilising MS office alongside multiple in-house systems and programmes

Employment History:

Trafford & Stockport College Group

Examinations Manager

Mar 2024 - Present

* To act as line manager for the Examinations Team Leaders, supporting the

 Team Leaders to supervise their team members, ensuring Human

 Resources processes and procedures are implemented including

 recruitment and selection, absence management, probation and

 induction, ensuring the delivery of an efficient exams and

 accreditation function.

 • In conjunction with the Head of MI: Business Intelligence and Reporting,

 develop and review processes and procedures which maintain and

 improve the efficiency of college systems in relation to exams and

 accreditation.

 • Manage the examinations budget on behalf of the group, ensuring no

 overspend.

 • Be responsible for all examination entries for external exams,

 including for general, vocational, and adult courses.

 • To prepare, organise and supervise these examinations in accordance

 with the exam regulations laid down by all the examination boards.

 • To be responsible for ensuring all awarding body registrations happen accurately.

 • To liaise with Heads of Studies and programme leads on student entries

 and registrations.

 • To brief students on examination procedures and conduct, and to

 produce guidelines for staff and students.

 • To manage the processing and recording of any examination fees

 ensuring the issue of receipts and collation of entries for examination

 re-sits is recorded.

 • To ensure that the processing of access arrangements applications for

 students with medical needs, disabilities or learning difficulties is carried

 out under instruction from the learner services team, following

 assessments.

 • To ensure any exam clashes are resolved and make appropriate

 provisions to advise students.

 • To oversee the receipt of examination papers from examining boards.

 • To manage invigilation cover for all external examinations.

 • To ensure that all examinations start and finish appropriately in line with

 examination board regulations including the conduct of any on-line

 examinations.

Ambition Institute

Manager, Insights

January 2023-December 2023

* Leading the cross-organisational work to ensure that our stakeholder feedback activities
* Systematically provide information for all functions to pursue continuous improvement
* Working closely with the Director, and leading the work to create a proposal for stakeholder feedback activity
* Leading the design and implementation of stakeholder feedback activity to support self-evaluation
* Taking responsibility for the design of participant surveys and other stakeholder feedback
* Working with technology to develop systems and tools that enable us to collect feedback from

stakeholders

* Leading the analysis of our stakeholder feedback to share insights and feed into our self-evaluation

processes

* Training teams to analyse and interpret survey findings, resulting in improvements to the

effectiveness of our programmes

* Producing ad hoc analyses and reports, and generate and circulate regular insights, gathering

user feedback and supporting periodic iteration of dashboard and insight design

* Contributing to the development of the self-evaluation process in order to monitor, evaluate

and continually improve the quality of our work with a leading role in relation to the range

and quality of stakeholder feedback

* Contributing to the department’s reporting of insights to multiple governance levels (e.g.

Programme boards, Executive Committee, trustees) and external audiences (e.g. DfE,

Ofsted) with a leading role on reporting the stakeholder feedback insights

* Supporting the work to establish and begin to implement a plan for insights from ITT, ECF and

NPQ implementation that allows us to share robust learnings with the system on ‘what

works’ in training and professional development with a leading role sharing the relevant

insights from stakeholder feedback

* Supporting members of the Strategy and Development team in developing and updating our

long-term organisational strategy, by providing timely information and analysis relating to

the team as required

* Representing the Insights department on the Market Insights project contributing to the project as required
* Supporting the work of the research and best practice team for example by contributing to

the design of specific pieces of research for Ambition, as requested

* Design and deliver analysis of other education data as required using software including

Microsoft Excel, PowerPoint, Salesforce, SurveyVista; and analysis using software including

Excel, and PowerBI

* Supporting our impact evaluation work as required by supporting the design and delivery of our impact evaluation, writing evaluation reports, liaising with external researchers’ evaluators to provide data required. supporting with the adaption and implementation of theories of change

King George V College

Course Leader, Film & Media Studies

August 2015 – January 2023

* Confidently leading a classroom environment, teaching students from varying backgrounds and experience levels Film and Media Studies, alongside working within the FET Mentor Programme in collaboration with Edge Hill, helping to train the teachers of the future
* Developing an engaging curriculum of work, designed to span the whole year across both subjects and levels, ensuring a consistent tone and style in the delivery of each subject
* Supporting with the learning and development of a trainee within the Film and Media subject areas, observing their lessons and monitoring the delivery of their content and marking
* Ensuring the classroom remains a safe and compliant space, meeting all health, safety, safeguarding, equality, and diversity requirements
* Creating insightful information packs and digital content across both Film and Media studies, featured within the college’s website and directly to any prospective students
* Liaising regularly with third parties including local schools and examining bodies, coordinating both taster sessions and all coursework submissions
* Efficiently managing the department’s budget, ensuring students have access to the best resources, and utilising industry contacts to enable attendance across multiple extra-curricular activities, events, and lectures
* Preparing students for all upcoming assessments within a classroom environment that remains highly communicative and inclusive to all students, including those that require varying levels of support outside of scheduled lessons
* Effectively monitoring the progress, attendance and learning of all students, developing SMART targets in order to communicate regular reports and coordinate any meetings with parents or care providers

Edge Hill University

Associate Tutor

July 2014 – August 2017

* Acting as an Associate Tutor across the FET programme, developing excellent working relationships with current trainees, former trainees and third parties within the wider educational community
* Effectively monitoring the progress of all students, supporting them with any issues or concerns around the FET course and ensuring they are learning with a collaborative and highly inclusive environment
* Acting as an ambassador for the university, attending multiple student recruitment events across the UK, supporting prospective students with advice and guidance on their best pathway into teaching
* Confidently presenting at multiple conferences within the university, discussing various strategies for coping with the multi-faceted education system, designed to enable trainees, NQTs and RQTs to further develop their careers in education
* Consistently reviewing the content and feedback around the course, working collaboratively to develop engaging and insightful sessions to support current and former trainees while also appealing to prospective trainees
* Supporting NQTs through their first year, encouraging a consistent chain of communication and self-development within the industry

Examiner Roles:

Cambridge Assessment

June 2018 – Present

* Working to all guidance, instruction and marking schemes to accurately assess candidate scripts, maintaining the highest standard of confidentiality across all marking undertaken
* Contributing to and supporting the process of standardisation across the marking function

WJEC / CBAC

January 2016 – August 2017

Examiner across A Level Media Studies (MS4: Text, Industries & Audience)

* Marking the scripts of candidates in full accordance with instructions, mark schemes and scheduled dates, alongside providing clear sample scripts
* Delivering accurate marks via the online system, ensuring that all marked papers return safely and confidentially to WJEC within all agreed deadlines

Previous Experience:

West Lancashire College

2012 – 2015

Head of A Level Recruitment, March 2015 – August 2015

Head of Film & Media Studies, August 2012 – August 2015

AQA

Examiner, March 2014 – August 2015

Education:

The University of Manchester, 2017 – 2019

Master of Arts MA, Educational Leadership – Distinction (Platt Prize winner)

Edge Hill University, 2011 – 2012, PGCE – Post-Compulsory Education and Training

The University of Stirling, 2006 – 2010, BA (Hons) – 2:1

Université de Provence (Aix-Marseille I) Exchange, January – June 2009

Carleton University Exchange, September – December 2008

Durham School High School, 2001 – 2006