



JOB DESCRIPTION

Job Title	Curriculum Manager
Responsible to:	Curriculum Director
Accountable to:	Deputy Principal – Curriculum & Quality

Job Purpose

To be responsible for the leadership and management of one (or more) curriculum areas; ensuring outstanding teaching, learning, assessment and student success are achieved whilst maximising student recruitment and growth. All duties to be carried out with full compliance to College systems and procedures.

Key Responsibilities

Leadership

- Deliver outstanding achievement rates.
- Provide leadership within the curriculum area, developing and implementing operational and improvement plans in line with College objectives.
- Ensure high quality teaching, learning and assessment in the curriculum area.
- Assist the Curriculum Director in mapping the external environment and curriculum development and planning.
- Ensure a culture within the curriculum area in line with the College's values, behaviours and professional standards.
- Ensure curriculum area self-assessment is timely and impactful and action plans are developed, implemented and monitored.
- Manage change within the curriculum area in an open and professional manner.
- Assist in ensuring the good reputation of the curriculum area, representing the College when required, at both internal and external events.
- Actively promote equality of opportunity and diversity within the area.

Curriculum

- Ensure that all targets for recruitment, retention, achievement, pass rates, value added, progression and student satisfaction are achieved or exceeded.
- Manage the process and operation of self-assessment and quality improvement planning.
- Undertake rigorous reviews of teaching, learning and assessment including lesson observations, learning walks and assessment audits, ensuring the drive for continuous improvement.
- Assist in planning and managing a responsive curriculum in line with College plans which meets learners' expectations and needs.
- Foster a culture of innovation within the curriculum area, leading on the use of new technologies.

- Provide and use data in a timely manner to make effective interventions.
- Ensure the effective management of business processes, for example, timetabling, rooming, staff utilisation, etc.

Performance Management

- Ensure each Lecturer upholds the College values, behaviours and professional standards.
- Agree individual targets aligned with team and overall college key performance indicators (KPIs) through effective performance management review (PMR).
- Agree team targets through self-assessment, aligned with the College's overall KPIs, monitor progress against them and evaluate their impact.
- Manage teacher performance and the quality of teaching, learning and assessment, staff deployment, achievement of performance management targets, engagement in professional learning, student achievement and progression and student care.

Learner Experience

- Place student achievement rates at the heart of the curriculum area's work.
- Ensure the recruitment, conduct and progress of all students in the area is in line with College policies and procedures.
- Actively monitor and solve student issues, involving learners and staff in improving their College experience.
- Ensure all programmes provide excellent enrichment opportunities and lead to strong progression to either employment, further or higher education.
- Deliver effective, efficient and professional open evenings, IAG, parents' evenings and liaison with parents, employers etc.

Resources

- Comply with the College's financial regulations and procedures.
- Take responsibility for budgets and efficient resource management within the curriculum area.
- Meet enrolment and income targets in line with College expectations.
- Ensure the College environment is a safe and secure environment in which to study and work, paying full attention to safeguarding and health and safety requirements.
- Ensure that activities are cost effective.

Teaching, Learning & Assessment

- Role model exemplary practice in teaching, learning and assessment
- Lecture, conduct seminars or use other teaching methods as designed or selected as the appropriate learning mode to motivate and inspire learners to achieve.
- Plan and deliver effective teaching and learning programmes and write schemes of work and lesson plans in line with the College standards.
- Promote the benefits of technology and support learners in its use.
- Supervise practical activities, workshops and work placements as appropriate.
- Design assignments and marking schemes and provide constructive and timely feedback and marked work to support progression and achievement.
- Maintain accurate tracking of learner achievement in ProMonitor Markbook.
- Ensure appropriate classroom standards and resources to support teaching and learning.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Managers

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- To contribute to and promote the achievement of the College's Mission, Vision, Values and British Values.
- Participate in performance management review and take responsibility for the completion of agreed objectives.
- Participate in relevant professional development, ensuring others do the same.
- Ensure all staff and students comply with the Health and Safety at Work Act 1974.
- Ensure that all staff and students comply with the College's Equality & Diversity Policy.
- Be aware of and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- Hold team meetings and disseminate College briefings, feeding back staff comments as appropriate.
- Accept responsibility for safeguarding, promoting the welfare of children and vulnerable adults and Prevent.
- Undertake any other duties commensurate with the grading of the post.

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities which will be amended in the light of organisational need and in discussion with the postholder.

PERSON SPECIFICATION

Qualifications

- Appropriate academic qualifications for the work and nature of the curriculum area which should include a combination of honours degree or equivalent professional qualification.
- Teaching qualification.

Skills & Abilities

- Demonstrates excellent professional practice in line with the professional standards.
- Demonstrates a consistent and strong bias to action and taking accountability for delivery of results.
- Ability to lead, manage and motivate others with drive, energy and determination to deliver outstanding performance.
- Relentless focus on learners, making sure they are our first priority and achieve their full potential.
- Well-organised.
- Demonstrates strong ability to analyse and understand data and information.
- Uses good judgement to make insightful decisions.
- Strong skills in leading innovation and continuous improvement.
- Manages change and challenges with confidence & impact.
- Strong written and oral communication skills, including the ability to present issues clearly and concisely to a wide variety of audiences.

Experience & Knowledge

- A proven track record of success in teaching, learning and assessment and/or curriculum leadership.
- FE /HE knowledge: funding frameworks, curriculum & sector developments and government policies and priorities.