

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Head of Curriculum
Salary	£35,630 - £39,891
Department	tbc
Reports To	Director of Curriculum
Responsible for	
Location (Primary Place of work)	Hastings / Eastbourne & Newhaven / Lewes
Date Reviewed	April 2018

OVERALL PURPOSE

Under the leadership of the Director of Curriculum, this role is responsible for coordinating and leading the work of curriculum teams to prepare and deliver high quality teaching and learning.

To ensure successful outcomes for learners in their area

To support the Director of Curriculum in the fulfilment of his/her accountabilities.

KEY ACCOUNTABILITIES

Strategy and Operations:

1. To provide effective line management of all teaching staff in curriculum areas including target setting, performance management reviews, and staff development.
2. To lead and co-ordinate the curriculum team to effectively plan for learning and curriculum design and to quality assure teaching, learning and assessment.
3. To lead and co-ordinate the curriculum team in monitoring and improving learner attendance, behaviour, progress and attainment including all elements of their Study Programme e.g. English, Math's and employability.
4. To lead inspection preparation for the curriculum areas including ensuring all staff in the area fully complete their teacher self-assessment in a timely manner.
5. To assist and support the Director of Curriculum to regularly review and innovate the curriculum area offer for 16-18 Study Programmes, Adult provision, full cost and commercial, Higher Education and Apprenticeships, ensuring the college meets local, regional and national skills needs.

6. To assist and support the Director of Curriculum to prepare data, information and narrative for key internal and external quality assurance processes, including Principals Performance Reviews (PPR) and curriculum area self-assessment.
7. To act as a classroom teacher fulfilling all the required duties.

Leadership and Management:

1. Demonstrate and execute leadership behaviours that are consistent with the College Group's values.
2. Effectively communicate the Group's vision, strategy and plans to the teaching staff to ensure priorities are aligned and achieved.
3. Assist where required and support College change initiatives.

Equality, Diversity and Inclusion:

1. As a college manager, ensure the organisation effectively fulfils its obligations and commitment to equality, diversity and inclusion through effective leadership and management.
2. Carry out appropriate analysis of the equality implications on all communications related policies and procedures.

Quality and Standards:

1. Prepare data and information for Principals Performance Reviews (PPRs) and other key internal and external quality assurance processes.
2. Monitor and assess the quality of learning assessment and teaching within curriculum area and develop the team to ensure they are meeting the required standards.

Governance:

1. To report on all curriculum related activities to the Director of Curriculum, within specified timescales.
2. Attend management meetings, as and when required.
3. To keep the Director of Curriculum informed of matters that could adversely affect the performance of the College Group.

Partnerships:

1. Collaborate with all staff from across the College Group to develop College study programmes and apprenticeships.

Other Duties:

1. The postholder will be required to develop the use of Information and Learning Technology (ILT) as appropriate to his/her level of responsibility.
2. Comply with, and implement as appropriate, all colleges policies and procedures with particular reference to Safeguarding including the Prevent agenda, Equal Opportunities, Quality, Fire Assessment and Health and Safety.
3. Undertake continuing professional development as appropriate. Take a full part in the College staff development programme including the appraisal process.
4. Undertake such other duties and responsibilities as may be reasonably required by your line manager within the level and grading of the post, working flexibly across other areas of the College as required.
5. Ensure compliance with all legal and statutory legislation and standards (including safeguarding and General Data Protection Regulations) as required within the role.

Please note:

This job description reflects the principal accountabilities of the post and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out after consultation with the post holder.

This role has been allocated a primary place of work, however due to the College Group having multiple locations, it will be an expectation of the post holder to travel between all the different campuses.

PERSON SPECIFICATION

HEAD OF CURRICULUM

REQUIREMENTS	ESSENTIAL	DESIRABLE	WHERE ASSESSED (e.g. application form/interview)
QUALIFICATIONS	<ul style="list-style-type: none"> A full teaching qualification Subject specific qualification at Level 4 or above Evidence of continuous professional development Level 2 English and maths 	<ul style="list-style-type: none"> A first degree or equivalent Experience of teaching English and/or maths Assessor and/or IV qualification 	Application form and production of qualification certificates.
KNOWLEDGE	<ul style="list-style-type: none"> A broad understanding of the current and future Further Education funding landscape A detailed and up-to-date knowledge of awarding body qualification/syllabus requirements A thorough understanding of the Common Inspection Framework together with the ability to analyse course(s) performance data so as to make accurate judgments on all aspects of the framework A sound understanding of the College's role in safeguarding students 	<ul style="list-style-type: none"> Experience of writing area Self-Assessment reports 	Application form Interview Assessment
EXPERIENCE	<ul style="list-style-type: none"> A successful track record as a teacher in at least one of the specialist areas within the curriculum area A track record of leading courses to improve outcomes for learners and the quality of teaching and learning Use of MIS systems to track and monitor learner progress and attainment 	<ul style="list-style-type: none"> A track record of leading teams to improve outcomes for learners and the quality of teaching and learning Demonstrable experience of leading in the adoption of new approaches to teaching and learning e.g. e-learning 	Application form Interview Assessment

		acting as Brand ambassador for a large organisation.	
SKILLS AND QUALITIES	<ul style="list-style-type: none"> • The ability to lead, motivate and encourage others, inspire trust and a sense of common purpose without recourse to line management authority. • An ability to develop positive working relationships with individuals at all levels across the college • The ability to lead formal and informal meetings • The ability to manage one's own time and help others to manage theirs • The ability to analyse and solve problems • Excellent written communication and analytical skills. 	<ul style="list-style-type: none"> • Highly developed presentation, communication, external liaison and networking skills. 	Application form Interview Assessment
ATTITUDE	<ul style="list-style-type: none"> • A fundamental conviction that staff and learners have the potential to perform better and achieve more in their futures than they might have done in their past irrespective of their socio-economic background, gender, ethnic origin, age or sexual orientation • A fundamental belief in the power of team-working as opposed to "doing it yourself" • Resilience, pragmatic optimism and the ability to inspire this in others. 		Interview