

JOB DESCRIPTION

CAREER FRAMEWORK

JOB TITLE	Curriculum Team Leader
REPORTING TO	Curriculum Manager
AREA	Curriculum
MANAGES	Curriculum Staff
HOURS OF WORK	Full time
SALARY SCALE	Lec 38-41

SUMMARY OF POST

As Curriculum Team Leader (CTL) for curriculum programmes within a designated Curriculum Area with the Curriculum Directorate, you will work with the Curriculum Manager to develop curriculum planning and activity for the delivery of programmes (entry level to Higher Education if appropriate) to learners across the Curriculum Area ensuring an innovative and high quality provision.

You will work closely with the Curriculum Manager and designated Teaching and Learning Champions, Digital Champions and English and Maths Champions to plan, monitor, manage and evaluate the offer. You will also:

- Ensure the delivery of a quality learning experience to all learners and to promote high standards of teaching.
- Undertake such formal scheduled teaching, tutorials and learner assessment, management of learning programmes, and curriculum development, learner admissions, educational guidance, counselling preparation of learning materials and learner assignments, marking of learners' work, invigilating and marking of examinations, management and supervision of learner visit programmes and administration as appropriate.
- Lead on T Shape skills, keeping abreast of internal and external developments in curriculum and policy ensuring that the learners have the access to the most appropriate learning experiences.
- Support the drive to develop all learner's preparation for employability, completion of work experience, skills developed through involvement in competitions and progression to ensure they have maximum opportunity for progression.
- Be responsible for ensuring that all learners have access to timetabled structured on line learning and assessment and extended learning.

The post holder will be responsible for the development, growth and operational lead of each of the courses within the curriculum area. There will be an expectation of consistency of quality across all the courses with clear progression paths both within the College, into employment and into higher education.

This is an exciting and challenging role that would suit an individual who is flexible in their approach, highly motivated and passionate about the curriculum and learning. You will be expected to work flexibly and efficiently.

This post has a teaching commitment of 19 hours per week.

Main duties, key tasks and responsibilities to:

- To teach on college premises or off site.
- Undertake associated organisational/administrative work, together with preparation and marking associated with timetabled work.
- Undertake related appropriate learner recruitment, welfare and academic counselling.
- Plan each programme within GLH and to Awarding Body standards. To work with teams to develop, design, deliver and assess qualifications of study for groups of learners and individuals.
- Develop and demonstrate best practise in learning, teaching and assessment assuring standardisation and

continuity. To work with the team to design, develop and monitor resources for learner use.

- To promote English and Maths within the programme area to both learners and staff, and work towards integration in vocational curriculum.
 - Ensure that Literacy and Numeracy targets for each learner are applied across the programme area.
 - Oversee and contribute to the planning of the year plan to include assessment schedule, planned tutorials, reviews and timely enrichment activity to meet and drive achievement.
 - Co-ordinate the planning, review and evaluation of learner induction in relation to vocational programmes.
 - Take responsibility for undertaking/co-ordinating all relevant internal verification within your programme area to ensure compliance with external verification requirements. (where appropriate)
 - Prepare sample/ evidence for External Moderation where required.
 - Work with the Curriculum Manager to respond to EV action points as necessary.
 - To implement quality procedures as directed to evaluate programme and help compile the SAR at agreed intervals.
 - Maintain up to date schemes of work and lesson plans.
 - Check accurate data re recruitment / retention
 - Ensure appropriate achievement is logged.
 - Lead and record team meetings as agreed/ directed by Curriculum Manager.
 - Identify and advise Curriculum Manager of any development requirements.
 - Follow up use of Initial Diagnostics across teams
 - Maintain standards of learner behaviour. Work with Curriculum Manager as necessary to resolve related issues.
 - To coordinate completion and updating of relevant learner documentation, appropriate records of learner performance and behaviour and complete other associated records or systems in line with College procedures.
 - *To monitor learner tracking records and portfolios are updated regularly by team and follow up any concerns or issues with Curriculum Manager.*
 - Liaise with Curriculum Manager and follow up re Learner Reviews, Team follow up meeting, Meet Tutor Evening, Reports, Celebration of Achievement, etc.
 - Act as a mentor to others involved in teaching, learning and assessment
 - Work with relevant curriculum teams to facilitate and support strategies to raise retention and achievements of learners.
 - Work with individuals and teams to promote the development and shared use of a range of high quality teaching and learning materials to contribute to learning resources
 - Promote proactive course and curriculum development, including the application of Digital Technology and use of Moodle
 - To be responsible for the leadership and management of the curriculum team, ensuring that learner interviews, enrolments and examination entries are carried out effectively
 - To be responsible for the management of the curriculum team staff members with regard to probationary, disciplinary and other related procedures
 - Contribute to best practice meetings and staff training as appropriate.
 - Develop and maintain high levels of personal skills using feedback from assessment and continuous development reflected in a CPD log.
 - Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required.
 - Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate.
 - Be aware of, and comply with legislations/competence standards relevant to the work of the Directorate.
 - Understand and comply with all College policies, including the policy to promote Equality of Opportunity.
 - Assist as required during examination and enrolment periods.
 - Be conversant with health and safety and safeguarding requirements.
 - Participate in the Staff Learning and Development, Review and Appraisal Scheme.
- Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your grade and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

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Person Specification							
Job Title:	Curriculum Team Leader						
Reports To:	Curriculum Manager						
Criteria	Essential/ Desirable Criteria		Assessment Method				
			A	I	T	R	
Education and Qualifications							
• Cert Ed/PGCE or relevant teaching/training qualification		D	✓				
• Degree or equivalent qualification		D	✓				
• Appropriate Level 3 subject specialism	E						
• Level 2 Literacy and Numeracy	E		✓				
• Continuing Professional Development (CPD) requirement to fulfil at least 30 hours CPD each year (pro rata for part time staff)	E						
Experience							
• Minimum of 2 years successful teaching or training experience	E		✓	✓	✓		
• Demonstrated experience of leading teams and individuals	E		✓	✓	✓		
• Experience of working to the Common Inspection Framework	E		✓	✓	✓		
• Experience of self-assessment processes and course reviews and writing development plans	E		✓	✓	✓		
• Demonstrated experience of leading and developing provision in accordance with quality assurance frameworks	E		✓	✓	✓		
• Experience of liaison with awarding bodies	E		✓	✓	✓		
• Experience of delivering successful teaching and learning strategies that promote inclusive learning and engage learners							
Skills/Knowledge							
• Ability to inspire colleagues and peers	E			✓			
• Identify, interpret and apply knowledge and information	E			✓	✓		
• An understanding of awarding body internal verification and external verification requirements	E			✓	✓		
• Ability to analyse information and situations and recommend ways forward	E			✓	✓		
• Self managing/reflective	E						✓
• Ability to plan and prioritise	E						✓
• Act as an effective professional ambassador for the college	E		✓				✓
• Knowledge of current national and international initiatives and how they are interpreted into the College strategic plans	E		✓	✓	✓	✓	
• Understanding of the changing sector requirements	E			✓	✓		
Communication							
• Excellent communication skills (oral and written) and demonstrable presentation skills	E			✓	✓		
• Listening and questioning skills	E			✓	✓		
• Ability to interpret complex documentation and provide appropriate feedback	E			✓	✓		
• Written and verbal presentation skills, particularly making use of ICT	E			✓	✓		
Disposition/Personal Qualities							
• Ability to build positive relationships	E						✓
• Proven ability to develop and maintain partnerships and networks	E			✓	✓	✓	
• Proven ability to work independently using own initiative	E			✓	✓	✓	

• Enthusiasm	E			✓	✓	✓
• Self confidence	E			✓	✓	
• Commitment to learner's experience	E			✓	✓	
• Flexible	E			✓	✓	✓
• Open and responsive	E			✓	✓	
• Ability to articulate clearly and objectively	E		✓	✓	✓	
• Cultural sensitivity	E			✓	✓	
• Reliable	E					✓