



Curriculum Director

Job description and person specification

Job Title:	Curriculum Director
Location:	CATS College London
Reports to:	Director of Studies
Hours:	Full Time: 8.30am-5.30pm

The Company

Cambridge Education Group (CEG) is one of the leading providers of pre-university academic courses and English language courses in the UK. We provide pre-university programmes including 'A' Level, IB and University Foundation, as well as English Language Study, to the growing market of international students seeking to enter UK universities.

The Group operates under a different operating brands, CATS Colleges – 6th form colleges in Cambridge, Canterbury and London; CSVPA; ONCampus – teaching foundation courses to university degrees on campuses in the UK, USA and Europe; and Stafford House – the English Language teaching brand & Stafford House Study Holidays.

Cambridge Education Group aims to be the undisputed customer service leader in the international education sector and to be recognised as such by its agents, parents and their clients, by the universities it works with and by its competitors. The objective is simple, to embed exceptionally high standards of service delivery into every single customer interaction that takes place with CEG and to ensure that the defined CARE principles are a constant focus for all; that they are clearly understood and are effectively applied across the whole organisation in all teams and at all levels of responsibility.

CEG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job overview

The post holder of Curriculum Director is to:

Support, hold accountable, develop and lead others in the department who teach and work in this area of the curriculum so as to ensure both high standards of teaching and learning, and the well-being of staff and students.

Organise and co-ordinate the general operation of the Department.

Liaise effectively with fellow Curriculum Directors and other members of staff as appropriate and required.



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Key responsibilities and capabilities

- To take overall responsibility for all aspects of teaching and learning within the Department
- Teach a maximum of 20 hours a week.
- To teach a subject(s) offered by the department at I/GCSE, A-Level, University Foundation and other courses such as AEM as required.
- To ensure the provision of a curriculum that enthuses and inspires students and promotes enjoyment of learning.
- To ensure the highest possible quality of both teaching and learning within all subject areas in the Department.
- To engage in the creation and maintenance of a climate in each subject area that ensures progress in the achievement of all students and makes a measurable contribution to meeting wider College objectives.
- To undertake, each year, departmental Self Evaluation and to complete a Departmental Action Plan covering the subject areas thereby being able to contribute to the vision, ethos and direction for, and achievement of, the College Development Plan.
- To ensure effective assessment, tracking and recording, and proper reporting to parents and agents, in accordance with the College Assessment & Marking Policy and procedures, and monitor staff to ensure this is done ensuring strong reports are written by each member of your team and checked by you as CD.
- To undertake quality assurance of all academic reports, ensuring effective communication with agents and parents through professional and targeted standards.
- To consult with subject staff and assist with the formulation, communication and monitoring of the annual College Development Plan; thereby ensuring that concerns and ideas are considered and that all subject staff can then fully understand annual College targets and their part in achieving these.
- To organise student examination entries in the relevant subject area in conjunction with the Examinations Officer, link with external moderators as appropriate and ensure that the best possible arrangements are in place for the delivery and examination of subjects within the Department. To ensure Foundation examinations in your Department meet the entry requirements of universities.
- To ensure that all students are aware of internal and external examination requirements, including deadlines for practical and oral examinations and coursework.
- To participate in arrangements to support programmes for targeted students such as Oxbridge entrance, American Universities, students performing below target grade, Gifted & Talented (G&T), etc.
- To engage all subject staff in the creation, consistent implementation and improvement of Schemes of Work (SoWs). To ensure lessons are in line with SoWs and their respective objectives, and that these are shared with students.



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- To support and assist Departmental staff to ensure that they understand, and are actively implementing, key aspects of the College Behaviour and Attendance policies; including sanctions, incentives and rewards.
- To lead departmental participation in the Enrichment Programme, working closely with the HWB in a timely manner to suggest topics, and to coordinate and produce resources and lesson plans.

Staff management

- To constantly monitor staff performance and to be available for any teacher in need of advice or support, and coordinate the college's annual performance review policy. This would include a termly work scrutiny in each curriculum area, lesson observations and learning walks.
- To ensure the successful implementation of schemes of work and evaluate standards through analysis and by tracking individual and cohort progress.
- To undertake quality assurance of all academic reports, to ensure effective communication with agents and parents through professional and targeted standards.
- To chair Departmental curriculum meetings.
- To prepare, organise and manage the recruitment of new staff to the Department in consultation with the Director of Studies and Vice Principal and in accordance with HR procedures for Safer Recruitment.
- To assist the Principal and/or the Vice Principal and Director of Studies with interviewing applicants for teaching posts and to advise on the appointment of staff.
- To meet with all new teaching staff and oversee their induction, working closely with the Staff Training Co-ordinator.
- To oversee the mentoring programme of any newly-qualified teacher, working closely with the Staff Training Co-ordinator.
- To assist in identifying INSET needs within college, and to do so in collaboration with the Staff Training Co-ordinator.
- To coordinate additional provisions to stretch and challenge students.
- To coordinate the support of students in accordance with the College's Additional Learning Support Policy.
- With the Vice Principal and Director of Studies, to ensure the appropriate level of staffing and teaching in all subject areas in the Department in order to deliver the curriculum.
- To organise the teaching/cover of students whose teacher is not available to teach them.
- To undertake the Annual Performance Reviews for each member of the department.



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Administration

- To manage allocated Departmental budgets according to best value principles and ensuring budget requirements are clearly flagged up in Department Action Plans. To create clear book, equipment and supply lists for the start of the academic year as needed.
- To produce a report for the Principal and Vice Principal by way of a review of examination performance per teacher, subject and department.
- To provide advance support for Late Arrival and absent students working closely with Programme Directors and subject teachers.
- To review the use and efficiency of student files, including through spot checks and inspections.
- To take a lead role in preparing pre-inspection documentation as well as providing the necessary support during the inspection process itself.

Child Protection

- All employees have a duty for safeguarding and promoting the welfare of children and young persons. Staff must be aware of the college's procedures for raising concerns about children's welfare and must report any concerns to the Designated Person (Child Protection Officer) without delay. Staff must also ensure they complete the appropriate level of safeguarding children training identified by the college as relevant to their role.

Health & safety

- To comply with all health and safety procedures as required by the School.

The post holder will also:

- Work within the guidelines and policy and procedure requirements laid down by College policies in such matters as Safeguarding, Health and Safety, Risk Management and Equality and Diversity.
- Demonstrate day to day commitment to the College's Core values of Excellence, Care and Community.
- Be required to carry out such reasonable additional duties as may from time to time be determined by the College Vice-Principal or Principal.
- Participate in the College's Staff Appraisal Scheme as required and attend training and development as appropriate to the role.
- To be mindful of the need to ensure all College students receive a high level of care and discipline at all times (consistent with the Staff Handbook).
- To promote the good name of the College through conduct towards students, parents, agents and other parties, and attendance at College events.
- To adhere at all times to College standards.



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Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	Assessed From:
QUALIFICATIONS AND EXPERIENCE, INCLUDING DETAILS OF SPECIALISED KNOWLEDGE AND SKILLS REQUIRED TRAINING AND DEVELOPMENT	<p>Good academic degree and appropriate teaching qualification, e.g. PGCE</p> <p>Effective management skills</p> <p>A skilled communicator</p> <p>Fully IT literate</p> <p>Presentation skills</p> <p>A relationship builder - able to work effectively with colleagues and students</p>	<p>Have completed a Safer Recruitment Course</p>	<p>Application Certificates</p>
SPECIAL SKILLS/ABILITIES	<p>Understanding of the requirements of Safeguarding, Equality and Diversity, Learning Support, Health & Safety</p> <p>Demonstrates understanding and commitment to supporting the College to meet its targets for success</p> <p>Analytical</p> <p>Good interpersonal skills, both verbal and written</p> <p>Supportive team player who enjoys effective collaboration with colleagues</p> <p>Good team player, but also to work autonomously</p> <p>Willingness to accept additional responsibilities</p>	<p>Uses initiative</p> <p>Gets on well with both children and adults alike</p> <p>Evidence of problem-solving decision making skills</p>	<p>Application Interview References</p>
PHYSICAL MAKE-UP (I.E. SPEECH, IMPACT ON OTHERS, GENERAL PRESENTATION AND APPEARANCE)	<p>Calm and diplomatic approach</p> <p>Neat, well-groomed and well-presented</p> <p>Clarity of speech</p> <p>Punctual time keeper</p>	<p>Positive role model</p>	<p>Application Interview References</p>
ADDITIONAL REQUIREMENTS	<p>Ability to work core hours of college</p> <p>Flexibility for cover</p> <p>Willing to play a part in the wider life of the College community</p>		<p>Application Interview References</p>