

## **Job Description**

<b>Post:</b>	<b>Head of Curriculum</b>
<b>Salary Grade:</b>	<b>Management Band G</b>
<b>Responsible to:</b>	<b>Head of College</b>

## **Key Purpose:**

<b>1</b>	To be a member of the Curriculum Leadership Team; supporting the relevant Head of College in the running of the college, deputising when necessary. Specific responsibilities will include strategic development and management of both staff and students at the three college sites of City Skills, Future Skills and Worsley College in order to provide an outstanding curriculum and learning experience.
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## **College Responsibilities:**

<b>1</b>	To participate in key College processes as required.
<b>2</b>	To act at all times in accordance with College policies e.g. Health and Safety, Equality & Diversity, Inclusion and Quality Assurance.
<b>3</b>	To work flexibly in the interests of the organisation as required.
<b>4</b>	To participate in appraisal and to undertake staff development activities as appropriate.
<b>5</b>	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with.

## **Role Responsibilities:**

<b>a.</b>	Create and maintain outstanding curriculum provision, aligned with the college's strategic priorities, and clearly informed by labour market intelligence to meet local and regional needs.
<b>b.</b>	Ensure an outstanding quality of teaching and learning across departments through observations, quality interventions and support, sharing good practice, and continuous professional development of staff.
<b>c.</b>	Monitor and take appropriate action in respect of key performance indicators, specifically attendance, retention, progress (value added), attainment, English and maths progress, and destinations.
<b>d.</b>	Manage the recruitment, deployment, performance and development of the college's staff, setting key goals and performance indicators.

<b>e.</b>	Maximise student enrolments each academic year in order to meet funding agreements and achieve growth.
<b>f.</b>	Ensure student satisfaction benchmarks are met or exceeded, as appropriate, each academic year.
<b>g.</b>	Manage the progress of students and deal with matters relating to their performance, achievement, conduct and behaviour.
<b>h.</b>	Establish productive and meaningful relationships with college stakeholders that will enhance the opportunities and support for students,
<b>i.</b>	Manage budgets and physical resources, including commercial provision where appropriate, ensuring a quality experience for students and appropriate working resources for staff.
<b>j.</b>	Constantly strive to improve the students' experience with a view to further extending their opportunities and progression to further study or employment.
<b>k.</b>	Take responsibility for quality improvement of all college provision including leading and overseeing self-assessment.
<b>l.</b>	Lead meetings with Curriculum Managers, teachers and all other staff supporting students in a context of continuous improvement.
<b>m.</b>	Manage, develop and coach a group of Curriculum Managers and lead on staff training and professional development as required.
<b>n.</b>	Keep abreast of national qualifications on offer, making recommendations for the most appropriate qualifications for students and staff.
<b>o.</b>	Respond to national, regional and local policies by developing innovative models of delivery and monitoring their effectiveness.
<b>p.</b>	Have oversight of the curriculum and business planning processes across relevant curriculum areas and ensure the supply of courses meets the demands of students.
<b>q.</b>	Undertake a 0.1 FTE teaching commitment in an appropriate curriculum area.
<b>r.</b>	Develop innovative marketing strategies in collaboration with the Marketing Team.
<b>s.</b>	Promote Digital Learning strategies and ensure staff fully participate in the use of IT in teaching and learning.
<b>t.</b>	Seek to extend external links with relevant agencies; including employers, universities and schools so as to extend student enhancement and enrichment and provide opportunities for meaningful work experience and employability skills opportunities.
<b>u.</b>	Carry out other such relevant and appropriate duties the Head of College, or Deputy Principal shall from time to time require.
<b>v.</b>	Ensure full compliance with all college procedures and systems.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

**Post holder to sign and date the job description:**

**Name of the post holder:**

**Line manager to sign and date the job description:**

**Name of the line manager:**

### Person Specification – Head of Faculty

	<u>Essential</u>	<u>Evidence</u>	<u>Desirable</u>	<u>Evidence</u>
<b>Qualification</b>	1 First degree (or equivalent)  2 Teaching qualification	Application	a Post graduate qualification  b Management qualification	Application / Certificate
<b>Experience</b>	3 Successful teaching and management experience  4 Experience of successfully leading and managing change within a college  5 Experience of managing curriculum  6 Demonstrate a strong track record of achievement, added value and success in relation to the learner outcomes and high quality standards  7 Knowledge and understanding of the challenges and current issues in the FE sector  8 Experience of developing strategies to bring about quality improvement and enhance teaching and learning  9 Experience of dealing effectively with HR matters including poor performance  10 Experience of operating effectively at a strategic level	Application/ Interview	c Experience of managing a self assessment process  d Able to demonstrate an analytical approach towards data  e Demonstrate innovative curriculum delivery  f Development of HE or Access to HE courses and other curricular  g Experience of managing curriculum at Levels 1 to 3	Application / Interview
<b>Skills/ Qualities</b>	11 Desire to be highly successful and ambitious, with the ability to create vision, motivate and inspire others to perform to the best of their abilities  12 Excellent management and leadership skills  13 Highly developed negotiating, influencing and persuading skills	Application/ Interview	.	

	<p>14 Well developed skills of analytical reasoning and problem solving</p> <p>15 Highly developed interpersonal skills</p> <p>16 Demonstrate a commitment to diversity and ability to promote equal opportunities</p> <p>17 Excellent organisational skills, being able to prioritise workloads and meet deadlines</p> <p>18 Value all students equally regardless of ability</p> <p>19 An appreciative management style which recognises appropriately the contribution of others</p> <p>20 Ability to work on own initiative</p> <p>21 Flexible team player</p>			
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