



JOB DESCRIPTION & PERSON SPECIFICATION

Post Title: Curriculum Manager for English, Maths, Media and Fashion

Full/part time: Full time, permanent position

Start Date: November 2018

Reporting to: Director of Curriculum

Location: Big Creative Academy, Clifton Avenue, Walthamstow, London E17 6HL

Purpose of the role: This is a management role contributing to the strategic management and development of all aspects of teaching and learning in the Maths and English curriculum areas, and oversight of the Fashion and Media departments.

Teaching: The post includes 12 hours of teaching in either Fashion or Maths.

Annual leave: 35 days per annum

Job Description

Principal Accountabilities:

- To provide leadership and direction for learning and teaching and pastoral care of the Wellbeing, Maths and English curriculum areas, to ensure provision of a high quality learner experience
- To provide effective leadership, ensuring consistent efficiency, effectiveness and quality of service to learners
- To act as first line manager for allocated staff, ensuring that staff are effectively managed, deployed and developed and that the Academy's strategic and operational targets are achieved
- To lead the development and delivery of an innovative and visionary pastoral care process, ensuring that the tracking, monitoring and success rates of students is effectively managed, developed, reviewed and consistently improved
- To drive quality initiatives and ensure key performance indicators are met and consistently improved through writing the SAR and QIP.
- To ensure that all student progression is tracked and monitored, that needs are identified and met by Student Services
- To contribute to the development and achievement of the Academy's mainstream and commercial targets

Key Tasks:

- To ensure the efficient and effective management of the study programme
- To manage and develop the online ILP process, students at risk process and disciplinary tracking in your curriculum areas
- To ensure that the Academy achieves the delivery of the course file and budgeted targets and achieve the Academy's learning strategy objectives

- To provide outstanding teaching for 12 hours per week.
- To oversee the quality of teaching, and the embedding of core maths and English skills into vocational courses
- To develop and extend relationships with key stakeholders, employers, schools and universities to ensure that the curriculum delivery meets the economy's changing needs
- To oversee the portfolio review and self-assessment and quality improvement activities, producing an end of year SAR and monitoring the QIP.
- To ensure the maximisation of learning platforms, in line with learning and technological developments
- To lead and direct quality improvement and enhancement processes and support the quality improvement and enhancement processes within the Academy.
- To support and ensure the operation of Academy quality procedures and standards in relation to quality of learning and teaching, learner retention, learner assessment, learner outcomes, value added and staff performance.
- To drive the process of self-assessment and quality improvement, and ensure that action points are addressed quickly and effectively to derive benefits for our students and staff.
- To participate in continuous professional development relevant to the role
- To identify the requirements of staff, in order to ensure a broad skill base amongst the workforce
- To promote the Academy vision and strategic direction both internally and externally
- To provide staff with a clear vision of their roles within the Academy, ensuring that they are aware of current issues and seek their views and involvement in the decision making process
- Report progress against targets on a regular basis to your line manager and advise on learner, staff, and learning activities
- To manage the experience of learners to ensure equality of opportunity and enrichment of lives
- To ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post, in keeping with the Academy's quality assurance procedures and systems
- To comply with and promote the Academy's safeguarding policies
- To undertake such other duties as are commensurate with the grade of the post, as may be reasonably required

This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications/ Competencies	Degree or equivalent and qualified teacher status	
Relevant Experience	Evidence of a personal commitment to professional development and training with evidence of having led on change/curriculum innovation	

	<p>Successful management experience of curriculum teams and evidence of having led on curriculum development, student monitoring and learner journey initiatives</p> <p>Extensive quality, teaching in the media sector and tutorial experience especially with the 16-19 age groups, both in full time education and employment</p> <p>Evidence of the ability to deliver consistently good or better teaching, learning and assessment and a proven track record or developing teams to plan and deliver an excellent learning experience.</p> <p>The ability to work in and to lead teams, to motivate, train staff, and carry out appraisals, observe staff and to inspire students</p> <p>Experience of effectively managing student behaviour</p>	
Knowledge	<p>An excellent knowledge of 16-19 curriculums, study programs and student progress</p> <p>An understanding of quality assurance and the procedures and processes necessary to ensure the delivery of high quality education</p> <p>A well-developed understanding of the particular needs of the 16-19 age group both in full-time education and employment and of the professional challenges by inner city students many of whom come from deprived backgrounds</p> <p>An understanding of different strategies for raising student achievement, attendance and supporting at risk students</p> <p>A commitment to the Academy's Equal Opportunities policy, and an</p>	<p>An understanding of the funding of post-16 education and its implications for the Academy – particularly regarding the curriculum, teaching learning and assessment methodologies, student support, skills development and entitlement, student progress, English and Maths</p>

	understanding of the implications of the Academy's duty of care and support towards its students	
Skills/Ability	<p>Leadership skills and the ability to motivate and inspire staff and students</p> <p>The ability to influence direct reports and Academy staff to bring about change</p> <p>The ability to analyse and use effectively, complex data for improvement</p> <p>Excellent oral and written communication skills and the ability to communicate and work effectively with staff across the Academy and to win their confidence</p> <p>Excellent planning, organisation, IT and administrative skills, the ability to see projects through to a successful conclusion, and a general high level of efficiency</p>	
Personal Skills	<p>Demonstrate enthusiasm</p> <p>Aptitude for hard work, the ability to take initiatives, a flexible approach and an ability to implement change</p>	