**JOB DESCRIPTION **

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| **POST TITLE**: **Curriculum and Learning Manager**  **FACULTY**: Teaching & Learning  **POST GRADE/SALARY**: Leadership Spine point 4 – 7  **RESPONSIBLE TO**: Assistant Director  **RESPONSIBLE FOR**: Curriculum Area and Team |

**OVERALL PURPOSE OF JOB:**

To manage the delivery and future development of the curriculum area in accordance with the College’s overall strategy, including the development of new and existing provision, improving effectiveness in the use of resources and achievement of outcomes, and establishing effective relationships with team members, across the College.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post.

The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

**MAIN DUTIES & RESPONSIBILITIES:**

Work closely with both the Director of Learning, Teaching and Assessment & Assistant Director to ensure that all Continuous Professional Development for teaching staff supports and delivers improvements in teaching and learning and skills development and every aspect of customer service.

* Lead the teaching and learning for the Curriculum Area, ensuring all staff are suitably qualified and experienced and the use of best practice in terms of delivery mechanisms including the use of new learning technologies/ILT.
* Effectively disseminate information to staff and ensure the effectiveness of College communication systems within the team, including organising regular team meetings, keeping schedules, agendas and action plans.
* Manage the activities of teachers and course teams to ensure effective organisation and delivery of teaching and learning. This should have a particular focus on course management.
* Contribute to and advise on staff development initiatives and opportunities.
* Ensure the implementation of all college policies and procedures within designated areas of responsibility, including health and safety and equal opportunity policies and procedures.
* Contribute to continuous quality improvements including recruitment, enrolment, attendance and success.
* Through the ACR process, establish targets for the area, monitor against target and report on progress leading to continuous improvement.
* Ensure the Curriculum Area’s provision addresses the learning needs of diverse client groups/individuals.
* Identify and prioritise curriculum resources to meet learners’ needs.
* Manage a range of learner visits, including the College’s visits approval documentation and timetable accordingly.
* Keep up to date with academic/vocational subjects, develop and maintain links with industry, curriculum development, and assessment requirements.
* Ensure appropriate curricular assessment methods are in place and meet the requirements of validating bodies, including internal/external verification in liaison with the College Quality Nominee.
* Actively engage teams in the production of the Directorate Self-Assessment Report.
* Ensure course and other curriculum quality files are maintained to include schemes/records of work, course reviews and action plans.
* Contribute to the organisation of College events, e.g. open days, parents’ evenings, careers evenings, exhibitions, enrolment and advice sessions at various locations.
* Contribute to marketing, in liaison with the Marketing Office and Press Officer.
* Maintain a range of appropriate course literature and promotional materials.
* Ensure the quality of the student learning experience by effective delivery of formal scheduled teaching (up to an annualised total contact time agreed with the Principal to reflect the priorities of this role), paying due regard to learner progression towards successful completion.
* Work with teams responsible for effective management of learning programmes.
* Record in an accurate and timely manner data and information, including registers, withdrawals, transfers, assessments, examination results and learner progress.
* Manage and maintain learner morale and discipline, working closely with college managers to assure an appropriate learning environment.
* Take part in all staff College events.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

**All staff are responsible for:**

* Children & Vulnerable Adults: safeguarding and promoting the welfare of children and vulnerable adults
* Equipment & Materials: the furniture, equipment and consumable goods used in relation to their work
* Health / Safety / Welfare: the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements
* Equal Opportunities: performing their duties in accordance with Haringey Sixth Form College’s Single Equality Scheme
* Leadership by example and personal commitment to the College’s code of conduct and values.
* Adherence to and compliance with all College Policies and Procedures
* Management of human, physical and financial resources, and efficiencies.

**Revisions and updates**

This job description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required. It does not form part of the terms and conditions of employment.

**The post-holder is required to respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA) details of which will be made available.**

**Under the Health and Safety at Work Act 1974 all staff shall have a duty to assure reasonable care for the Health and Safety of themselves and others affected by their acts or omission at work and co-operate in meeting the requirements of the law**.

**A Disclosure & Barring Service check is carried out for all appointments.**

**PERSON SPECIFICATION**

**Personal Qualities:**

• Outstanding leadership qualities to motivate and inspire others to deliver excellence with commitment to our strategic intent.

• A clear vision for the role with an obvious passion to lead in the delivery and development of that vision.

• A strong commitment to our values and mission demonstrating this commitment consistently through behaviors and actions.

• A passion to make A Levels & STEM outstanding, to innovate in the delivery of curriculum and inspire learners and employers to choose Haringey Sixth Form College.

• Committed to the continuous professional development of self and others.

**Skills, Ability and Competencies**

• Ability to network and influence key stakeholders through positive interactions to develop collaborative working relationship with partners, colleagues and Governors.

• Brilliant people skills, with the ability to challenge and encourage others, building teams which are courageous and able to take risks to innovate.

• A respectful and inclusive attitude to learners and colleagues promoting equality and diversity and safeguarding through actions and behaviors.

• Flexibility to work additional hours to meet the requirements of the post.

**Experience, Education, Knowledge & Qualifications:**

• Proven experience of driving innovative quality improvements in teaching and learning.

• A good knowledge of key stakeholders with knowledge of their priorities and needs that will enable productive and collaborative relationships.

• Knowledge and ability to deliver and promote Equality and Diversity in employment and service provision with the College.

• Proven experience effective performance management to drive business performance across all spheres of responsibility.

• Experience of delivering lasting improvements in success and student

perception.

• Proven experience of evaluative reporting and criteria-led decision making.

• Experience of internal and external quality assessment processes.

• Hold a recognised degree

• Hold a teaching qualification e.g. PGCE or Certificate of Education.

• Knowledge and experience of Post 16 Education

• Knowledge of current issues and future trends impacting on FE and HE.

• Knowledge of Programme of Study and employability skills development and delivery with a broad range of curriculum.

• Awareness of local, regional, national and international priorities.