

Human Resources

Job Description

Position details:

Job Title:	Curriculum Manager in Engineering and Advanced Construction
Department:	Construction, Engineering and Science
Reporting To:	Head of Curriculum Cluster
Pay Scale:	37 - 40
Salary:	£35,796 - £39,123
Status:	Permanent
Working Hours:	Full Time

Overview of Job:

- To provide operational leadership and management to a curriculum team in the development, delivery and assessment of outstanding and financially viable educational and training solutions that exceed stakeholder expectations.
- To deliver high quality and innovative teaching and learning, achievement and progression outcomes for all students within the areas of Engineering or the Built Environment.
- To effectively and efficiently manage all staff and resources for all aspects of the student journey and monitoring student and staff performance.
- To deliver 324 hours per annum on teaching and assessment programmes.
- To provide line management responsibility for a cohort of Lecturers.
- To continue to contribute to the rapid growth enjoyed in the curriculum areas of Engineering and the Built Environment and assist the Head of Cluster with decisions on emerging opportunities and new developments within these critical LEP priorities.

Key Responsibilities and Accountabilities:

To ensure responsibility as measured through the College's Quality Strategy and processes, which includes:

- Observation of teaching, learning and assessment, and learning walks
- Quality summits and courses in intensive care
- Student/Stakeholder voice impact
- Self-assessment and Quality Improvement Plan
- QED (Quality Evaluation and Development) themes for improvement.

To achieve highest levels of internal and external recognition for your curriculum teams by:

- achieving successful annual internal reviews
- ensuring preparedness for all inspection and audit activities within your area of responsibility
- delivering outstanding inspection and audit outcomes
- securing key external endorsements e.g. key kite marks/awards.

To lead a curriculum team in delivering a curriculum offer that meets student and stakeholder expectations and one that:

- delivers a value added, outstanding, efficient and focused experience through all aspects of student journey
- provides clear progression opportunities to employment, further or higher education
- use new technologies, including e-learning, to support the management and delivery of teaching and learning activities

- promotes and supports continued professional development of delivery and support teams within an agreed staff development and performance management framework.

To lead a curriculum team in delivering a quality curriculum offer that increases participation in education and training by:

- identifying and supporting the professional and personal development needs of staff within your curriculum team
- participating in events that raise aspirations throughout all business and social communities
- leading on the delivery of a curriculum offer that is attractive to all sections of the business and social communities
- participating on formalised business and community networks to ensure stakeholder and client need are delivered
- actively promote new opportunities to support increased access to education and training for all ages and all socio-economic groups
- contributing to the delivery of teaching, learning and assessment programmes within contractual requirement, undertaking preparation, delivery and assessment in line with college and awarding organisation requirements
- working with college support functions and other agencies to ensure the learning and welfare needs of students are met.

To contribute to the creation of sustainable partnerships that promote and support educational and economic prosperity by:

- working proactively with organisations to develop standards and qualifications
- supporting students to move through career and educational pathways and progression routes supporting partnership events with key stakeholders including parents, employers, schools, higher education establishments, government agencies, other providers
- working positively and corporately with functional areas across the college.

To lead a curriculum team that delivers a diverse curriculum offer that is financially sound and sustainable and promotes the growth ambitions of Walsall College by:

- efficient utilisation of resources
- monitoring of business plan objectives
- identification and introduction of non-public funded provision
- delivering value for money
- recognition of your individual and your teams social and corporate responsibilities.

Any other duties reasonably required.

Mandatory Requirements:

- **Commitment to Safeguarding** - Safeguard the wellbeing of students, including responsibility for reporting concerns to the College Safeguarding Team.
- **Commitment to the Prevent Duty** – To prevent students and staff from being drawn into terrorism, including responsibility for reporting concerns to the College Safeguarding Team.
- **Disclose & Barring Service (DBS) Check** - All staff will be required to have an enhanced DBS check, formally known as CRB check.
- **Commitment to Equality and Diversity** - To comply with the requirements of the College's Equality & Diversity Policy and to promote Equality & Diversity in all activities, including responsibility for reporting concerns to the College's E&D Operational Group.
- **Health and Safety** - To comply with the requirements of the Health and Safety at Work Act 1974. To fulfil your duties in accordance with College Health & Safety policy and procedures.
- **Continued Professional Development (CPD)** – To be committed to their own continuous professional development.
- **Code of Conduct** – To adhere to the code of conduct.

Attribute	Criteria	Essential / Desirable
Core Competences	Helps to develop and empower others.	Essential
	Maximise use of available resources.	Essential
	Works to agreed standards and seeks to improve standards.	Essential
	Has a positive impact on groups and meetings.	Essential
	Has significant professional knowledge gained through qualification, practice and theoretical/conceptual understanding.	Essential
	Identifies significant patterns using a range of information.	Essential
	Embraces and implements change.	Essential
Experience	Experience of analysing and interpreting data and take remedial action where appropriate.	Essential
	Managing a successful team within a working environment.	Essential
	Experience of planning the delivery of Functional skills, tutorials work experience/work related learning and any appropriate enhancement and delivering continuous quality improvement.	Essential
Skills and Abilities	Effective leadership and motivation skills in order to lead course teams to embed best practice.	Essential
	Ability to implement curriculum and quality improvement strategies.	Essential
	Ability to design and deliver staff development appropriate to the curriculum.	Essential
	Ability to set challenging targets for student success.	Essential
	Ability to coach and lead a team in order to successfully conduct staff appraisal & teaching observations - or willingness to be trained.	Essential
	Understanding of the different curriculum areas within own provision.	Desirable
	Up to date knowledge of Ofsted.	Desirable
Qualifications	Teaching Qualification, i.e. DTLLS, Cert Ed, PGCE. As a condition of employment, if you do not have the qualification you will be required to commence it on appointment of your role.	Essential
	Maths and English Level 2.	Essential
	Degree or equivalent professional qualification.	Desirable