

Curriculum Area Manager

Title:	Curriculum Area Manager – A Level provision
Grade:	Curriculum Area Manager
Activity:	Regulated
Contract Hours:	37 hours per week (750 teaching hours per annum – to be reviewed)
Responsible to:	Head of Faculty

Key role objectives

Manage all aspects of learning across the A Level provision in MPA, managing staffing and curriculum while engaging in quality assurance.

Ensure the curriculum team provides an outstanding learner experience through high quality teaching and learning, training, reviewing and assessing of learners. Enable learners to both maximise their potential and succeed in their goals.

Main Duties:

Staffing:

1. Provide clearly structured management of the A Level grid teaching team.
2. To support the Head of Faculty in recruiting new staff to the curriculum team.
3. To induct new staff in line with Faculty policy, with the support of the Faculty Operations Officer.
4. Ensure the curriculum team correctly use college systems and processes including, but not limited to, MIS, trackers, registers, student conduct and support process.
5. To manage leave requests for direct reports in line with the HR policy.
6. To support the Deputy Head of Faculty with cover arrangements for absent members of staff.
7. To complete PPRs for direct reports in line with College policy and Faculty deadlines.
8. To carry out observations of staff and support the Head and Deputy Head of Faculty with learning walks.
9. To contribute to quality targets by identifying development needs in line with the Faculty's strategic vision.

10. To support the Head of Faculty with Faculty staff development training needs including mandatory training requirements.

Curriculum:

1. To contribute to the Faculty strategic vision.
2. To work alongside the Head of Faculty to ensure the resources are appropriate and support the delivery of the curriculum.
3. To work alongside the Head, Deputy Head of Faculty and CAMS to manage course timetables taking into consideration efficiency, GLH, staffing targets and student experience.
4. To work alongside the Head and Deputy Head of Faculty to further develop and implement a student recruitment strategy, including managing open events, engaging with the College CAT Team and marketing.
5. To support the Head and Deputy Head of Faculty to manage quality assurance, delivery and quality improvement of programmes and ensure that they meet the requirements of awarding bodies, local and national needs and the high aspirations of learners.
6. Provide guidance and direction within the Faculty Management Group, therefore contributing to the Faculty development and direction of travel in alignment to the college strategy and priorities.
7. Alongside the Head and Deputy Head of Faculty explore opportunities to embed industry practice into the curriculum ensuring a direct line of sight for learner progression.
8. To oversee attendance of learners on the A Level grid and work with tutors to address any attendance concerns as well as celebrate excellent learner attendance. To provide data to HoF and DHoF for cross-College Board of Studies meetings.

Quality:

1. Work alongside the Head and Deputy Head of Faculty to improve and maintain standards within the curriculum area in line with the college strategy with a focus on the continuous improvement of learner outcomes including Progress and Progression.
2. To support the Deputy Head and TAM in conduct and support meetings to improve individual learner achievement.
3. To work with the team to monitor and support a high standard of attendance amongst students, in conjunction with the TAM role, including students' Foundation English and Maths lessons and exams where appropriate.
4. To support and manage moderation and standardisation meetings.
5. To ensure a culture of continuous improvement and high expectations in your team such as outstanding teaching and learning, aspirational target setting, monitoring through consistent use of A Level trackers and supporting in identifying and intervening with students at risk of underachieving.
6. Contribute to meeting the needs of learners by ensuring that Learner Voice feedback and student survey results are analysed and responded to.

Additional Duties

1. Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

2. Be responsible for safeguarding and promoting the welfare of learners.
3. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
4. Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.
5. Teaching hours and area(s) of responsibility will be reviewed and set annually by the Head of Faculty in line with business requirements for that Academic year.



Person Specification

Curriculum Area Manager

Criteria		How Evaluated	
		Application	Interview
Experience	<p>Essential:</p> <ul style="list-style-type: none"> - Recent A Level teaching experience. - Tutoring experience. - Experience of managing and delivering a range of courses. - Potential to manage a team. - <p>Desirable:</p> <ul style="list-style-type: none"> - Experience of delivering across different awarding bodies. - Experience of exam board marking – theoretical or practical. 	<p>✓</p> <p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Skills & Abilities	<p>Essential:</p> <ul style="list-style-type: none"> - Excellent verbal and written communication skills 	<p>✓</p>	<p>✓</p>

	<ul style="list-style-type: none"> - Excellent time management skills - Ability to prioritise work and meet deadlines - Excellent organisation and scheduling skills - Ability to motivate and inspire staff and learners - Ability to engage with employers and to develop bespoke training / learning solutions - Accuracy and attention to detail 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓
	<ul style="list-style-type: none"> - Ability to engage with employers and to develop bespoke training / learning solutions <p>Ability to record and report on progress towards complex data sets</p> <ul style="list-style-type: none"> - IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point) - Ability to manage a team effectively 	<ul style="list-style-type: none"> ✓ ✓ 	<ul style="list-style-type: none"> ✓ ✓ ✓
Qualifications	<p>Essential:</p> <ul style="list-style-type: none"> - A relevant degree in the specialist area. - A relevant teaching qualification. <p>Desirable:</p> <ul style="list-style-type: none"> - Current links to industry/professional development recently undertaken. 	<ul style="list-style-type: none"> ✓ ✓ ✓ 	
Personal Qualities	<p>Essential:</p> <ul style="list-style-type: none"> - To maintain a professional standard of conduct. - Desire to raise the profile and contribute to the positive reputation of the Faculty. 		<ul style="list-style-type: none"> ✓ ✓

	<ul style="list-style-type: none"> - Willingness to support cross Faculty leads. - Ability to inspire and motivate a team. - To be a solution focussed team member. 		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓
Mandatory	<p>Essential:</p> <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College - Commitment to equal opportunities 		<ul style="list-style-type: none"> ✓ ✓



Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

VISION

To be an exceptional college.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

