

JOB DESCRIPTION

Job title:	Curriculum Team Leader
Grade:	Scale point 38
Line manager:	Curriculum Manager
Directorate:	Construction & Engineering Industries

PURPOSE OF THE JOB

The primary purpose of the role of Curriculum Team Leader (CTL) is to:

- **Lead and manage learner recruitment, the total learner experience, successful achievement of qualifications and progression of learners;**
- **To lead, manage and develop the curriculum team delivering your curriculum area and to the learners within your designated area;**
- **To lead and manage the development of the curriculum and its resources to ensure it keeps abreast of the latest occupational changes associated with your curriculum area;**
- **To actively engage with the cross college leadership and management functions, led by others, that impact upon your curriculum areas, learners, staff team and curriculum delivery.**

Further responsibilities which underpin these four key components of the role of the CTL include:

To take a lead and be responsible for a substantial curriculum area and to lead and manage lecturers within your area of responsibility. To ensure the delivery of a quality learning experience to all learners and to promote high standards of teaching. To undertake such formal scheduled teaching, tutorials and learner assessment, management of learning programmes, and curriculum development, learner admissions, educational guidance, counseling preparation of learning materials and learner assignments, marking of learners' work, invigilating and marking of examinations, management and supervision of learner visit programmes and administration as appropriate

MAIN ACTIVITIES

1 Teaching and Related Activities

- 1.1 To teach on college premises or off site. Undertake learner recruitment, induction, tutorial work, associated outreach work, residential, open and distance learning work and learner placements
- 1.2 Undertake associated organisational/administrative work, together with preparation and marking associated with timetabled work
- 1.3 Undertake related appropriate learner recruitment, welfare and academic counselling
- 1.4 Act as a mentor to others involved in teaching, learning and assessment

2 Curriculum Development

- 2.1 Facilitate and support curriculum change
- 2.2 Through course teams, participate in the identification of consumer requirements, plan, develop, monitor and evaluate courses and course materials and supervise course provision
- 2.3 Work with relevant curriculum teams to facilitate and support strategies to raise retention and achievements of learners
- 2.4 Work with individuals and teams to promote the development and shared use of a range of high quality teaching and learning materials to contribute to learning resources
- 2.5 Promote proactive course and curriculum development, including the application of ILT and use of Moodle
- 2.6 Be a member of appropriate curriculum area and cross college curriculum forums

3 Performance Management and Professional Development

- 3.1 Participate in the Appraisal scheme. Undertake in-service training based on an agreed assessment of individual and service needs
- 3.2 To be responsible for conducting appraisal interviews for members in the curriculum team
- 3.3 Undertake lesson observation of members in the curriculum team and provide constructive and developmental feedback
- 3.4 Act as a teaching and learning mentor to colleagues, especially those new to teaching and those in areas with satisfactory inspection grades
- 3.5 Work with individual lecturers to facilitate and support the improvement of standards, teaching, learning and assessment

4 **Leadership, Management/Administration**

- 4.1 To be part of the curriculum management team.
- 4.2 To be responsible for the leadership and management of the curriculum team, ensuring that learner interviews, enrolments and examination entries are carried out effectively
- 4.3 Participate in the organisational and administrative work of the appropriate course team(s)
- 4.4 Carry out staff and room timetabling
- 4.5 To be responsible for the management of the curriculum team staff members with regard to probationary, disciplinary and other related procedures
- 4.6 Be the budget holder for the curriculum team and be responsible for local budget management

5 **Computerised Management Information System**

- 5.1 In collaboration with course team colleagues, other appropriate staff and CIS, ensure that accurate, complete and up-to-date data is input onto the corporate database and other information storage and retrieval systems
- 5.2 Comply with the Data Protection Act

6. **General**

- 6.1 Comply with health and safety legislation and EC Directives. Co-operate fully with the Health & Safety Manager
- 6.2 Comply with all college policies, including the policy to promote equality of opportunity
- 6.3 Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your pay band and general level of responsibility, at your main place of work or at any other establishment for which the college provides services
- 6.4 Undertake relevant continuous professional development and update CV accordingly on an annual basis

NB In consultation with you, this job description is liable to variation to reflect actual requirements for the role.

PERSON SPECIFICATION

NB: You will need to demonstrate in your supporting statement how you can meet the criteria listed below. A micro-teach will form part of the selection process.

Post Title: Curriculum Team Leader		We will assess your match to the criteria from:			
KEY: (E) – Essential (D) - Desirable		Appl. Form	Assessment	Interviews	References
<u>QUALIFICATIONS</u>					
Have relevant vocational or professional qualification	E	√		√	
Have a recognised teaching qualification or working towards one	E	√		√	
Evidence of ongoing CPD	E	√		√	
<u>EXPERIENCE</u>					
Minimum of two years' teaching or training experience	E	√	√	√	√
Experience of curriculum management, team management and development	D	√		√	√
Proven ability to develop and deliver good teaching, learner centred learning and have a commitment to the application of ILT	E	√		√	√
<u>SKILLS AND ABILITIES</u>					
Able to communicate effectively with team members in writing and orally	E	√	√	√	
Able to maintain good records	E	√	√	√	
Able to counsel, help and when necessary deal firmly with learners	E	√		√	
Maintain links with industry	E	√		√	

<u>KNOWLEDGE AND UNDERSTANDING</u>					
Be able to demonstrate qualities of initiative, responsibility and leadership commensurate with the post	E	√	√	√	
Be able to work flexibly and meet deadlines under pressure	E	√		√	
Be a proactive and innovative team member	E	√		√	
Be able to identify development opportunities for the curriculum area	E		√	√	
Knowledge of existing qualifications structure of the curriculum area	E	√		√	
Be able to demonstrate an understanding of equality of opportunity and how to implement it	E	√		√	
Be able to manage outcomes, organising self and others to ensure that defined outcomes and goals are delivered effectively	E	√		√	√
Be able to motivate and lead a team of staff as well as work as an effective team member	E	√		√	√
Have a total commitment to the achievement of the highest standards of teaching, learning and assessment by self and others	E	√		√	√
Be able to demonstrate a commitment to the continuing professional development of self and others	E	√		√	
<u>SAFEGUARDING CHILDREN AND VULNERABLE ADULTS</u>					
Understanding of Safeguarding Legislation and its application within the educational sector	E	√		√	
Commitment to Safeguarding and promoting the welfare of children and vulnerable adults.	E	√		√	
<u>EQUALITY AND DIVERSITY</u>					
An understanding of and commitment to all aspects of equality and diversity.	E	√		√	