

ROLE PROFILE

Job Title	Curriculum Manager for Academic Studies				
Responsible to	Dean of Pre Degree				
Responsible for	IB Diploma and Academic Skills teams				
Contract Terms	Full Time	Grade	Band 9 (points 35-38)	Date Compiled	Jan 2019
Role					
To lead and coordinate all elements of the International Baccalaureate Diplomas in close partnership with the IBCP Coordinator					
To lead the provision of English and Maths qualifications ensure these meet college KPIs					
To provide outstanding leadership of Pre Degree exam based qualifications at Plymouth College of Art					
To liaise with external agencies in the management of the IB qualifications.					
To provide clear strategic direction for the development of high quality qualifications and study programmes embodying the college's vision.					
To develop high quality innovative curriculum in close partnership with the Dean maintaining high visibility and authentic engagement as a leader.					
Managing rigorous quality systems across pre degree and leading in the development of robust staff development supporting the achievement of the College's strategic objectives.					
To engender a dynamic team committed to the student experience.					
To ensure innovative curriculum promotes high quality progression.					
Hold responsibility for the academic and pastoral care of students within the curriculum cluster.					
Liaise with Exams Manager and Disability Coordinator to implement exam access arrangements in line with JCQ regulations					
Coordinate initial assessment of maths and English skills and disseminate to cross college teams					
Contribute to the enrolment of students on appropriate qualifications in line with condition of funding rules					
Lead teams and coordinate with your line manager in the development of highly effective timetabling and exam planning					
To lead in the development of a strong recruitment presence for IB qualifications as part of external or internal events					
Remit					
Curriculum Manager Duties					
1.	To demonstrate and possess sound leadership and management skills to include people, performance, resources and decision making,				
2.	Development, planning, delivery and where appropriate, coordination of learning strategies for the course in association with other members of the subject team.				
3.	Implement changes as agreed with Dean of Pre Degree				
4.	Ensure the effective working of the subject team.				
5.	Monitoring impact on events and materials and ensure robust budget planning year on year				
6.	Lead in all aspects of curriculum delivery, including recruitment, assessment and tutorial guidance as directed by Dean of Pre Degree.				
7.	Develop external relationships that are appropriate to curriculum and college development.				

8. Contribute to professional development within Pre Degree to ensure appropriate subject and educational developments are promoted within department.
9. Lead in the production, in association with all members of the course team, of the annual course quality cycle.
10. Ensure that college engenders a learning environment where a diversity of ideas and contributions are welcomed together with ensuring Safeguarding and Prevent Duty is promoted and highly effective.
11. Understand and be responsive to the performance indicators appropriate to the courses and students' experiences.
12. Ensure that student views are responded to in a meaningful and responsive manner.
13. Ensure that the curriculum is delivered in accordance with the validated document(s) and agreed delivery plan.
14. Complete registers and monitor student attendance at timetabled learning activities as detailed within individual staff timetables.
15. Lead in the monitoring of student retention and performance on courses, developing strategies to achieve excellence in these areas
16. Develop resources to support learning.
17. To assist the line manager when required.
18. To research and keep informed of developments within their subject area, and to ensure that their delivery is appropriate and relevant to the needs of the curriculum and Creative Industries.
19. To participate in College recruitment activities.
20. Ensure compelling leadership to the subject leads and team ensuring a clear vision is provided
21. Lead on quality processes overseeing internal verification within Pre Degree ensuring rigorous standardisation and benchmarking processes are in place through close partnership with the Quality Manager
22. To be aware of appropriate Health & Safety Regulations, and to ensure that the regulations are, wherever possible, fully implemented within the learning environment.
23. To maintain sound financial management of the curriculum area including resources, purchasing and trips ensuring pragmatic and cost effective planning is made
24. Undertake additional duties as may be reasonably required, commensurate with the level of responsibility.

Dependent upon the curriculum and student needs the College reserves the right to vary any contract of employment. Therefore Academic staff may be required to work across College on both Further and Higher Education curriculum delivery; individuals will be consulted on any changes as appropriate.

This is a description of the role as it is presently constituted. It is our practice to review all roles and responsibilities regularly and update them where necessary to ensure that they are a true reflection of the role which is being done, or to incorporate changes where they are found to be inaccurate.

This procedure is conducted jointly by the manager and the post-holder. You will therefore be expected to participate fully in such discussions with a view to reaching agreement on any changes felt to be necessary. If agreement is not possible, management reserves the right to insist on changes to your roles and responsibilities in line with your grade/level in the organisation, after consultation with you.

Person Specification	
Essential	Desirable
Education/Qualifications and Experience	
Degree in related academic subject which may be (but not restricted to): Psychology, English Literature, Maths, Business, Environmental Science, History	Relevant Postgraduate qualification
Full recognised teaching qualification	
Significant evidence of outstanding teaching within an academic subject such as the disciplines outlined above	
Evidence of outstanding leadership and/or management of qualification/subject	Evidence of outstanding leadership and/or management of multi subject curriculum
Experience of coordinating exam based qualifications	Experience of contributing to or leading the provision of exam based assessment
Skills and Knowledge	
Comprehensive knowledge of further education curriculum within an appropriate context	
Confident knowledge and proven application of digital technologies for teaching practice	Proven application of technologies to innovate within educational practice
Outstanding organisational and planning skills	
Knowledge of Health and Safety within an education context	
Experience of developing innovative learning & teaching methodologies	Experience of developing online and distance learning materials
Experience of course or subject leadership	Experience of successful curriculum development and startup
Experience of shaping, innovating and ensuring compliance to quality processes	
Experience of enhancing student support and satisfaction	
Experience of mentoring, coaching and supporting staff	Experience of managing cross institutional activities
Experience of effective engagement with national and regional agencies, partners and networks, to support teaching and learning and subject/curriculum development	Evidence and experience of external examining
Specific Skills and Knowledge	
Experience and knowledge required for FE planning, management and delivery	
Skill set to affect the change management needed to ensure the curriculum is effectively organised and delivered to optimum efficiency	
Experience and insight required to independently identify and address quality improvement required to meet Ofsted criteria for Outstanding Teaching, Learning & Assessment	Experience of leadership within a recent OFSTED inspection
Experience and insight necessary to independently reshape English and Maths provision to achieve college set KPIs and exceed national standards	
Personal Qualities	
Excellent communication skills	
Experience of financial and human resource management	
Self-motivated and flexible approach to working practices and methods	
Proven record of effective time management (teaching and management requirements, ability to prioritise), organisation (curriculum, teams etc) and administrative skills (budgets, paperwork, compliance etc)	

Excellent written skills	
Proven ability to inspire, lead and motivate diverse teams	
College Commitments	
A commitment to Equality and Diversity, Safeguarding/Prevent, GDPR Regulations and Health and Safety	

This role and remit is current at the date shown below. In consultation with you, it is liable to variation to reflect or anticipate changes in, or to, the College environment.

Signed:..... Date:.....
(Employee)