

Job Description

Job Title: 16 – 19 Curriculum Manager

ROLE OVERVIEW

Job Title: 16 – 19 Curriculum Manager

Grade: Spine point 38 – 43 £43,736 - £50,875 salary + £2,000 MFS

Contract Hours: 37 hours per week

Contract: Permanent

Faculty: Construction and the Built Environment

Responsible to: Head of Faculty

Functional Links with: Deputy Head of Faculty, Tutorial Area Manager, Curriculum Area Managers, CIS, Student Services, Student Experience, Careers and Tutoring

KEY ROLE OBJECTIVES

To support the Head and Deputy Head in the effective management of the construction 16-19 full time provision, to include curriculum development, pastoral support and resource management. The faculty delivers a broad range of vocational programmes from Level 1 to Level 3 across various trade disciplines.

The post holder will manage educational activity for all 16 – 19 programmes to contribute to the development of the workforce of the future.

Aims:

1. To support the faculty to be exceptional in line with the college's vision, mission and values.
2. To maintain full regard for the college's equality, diversity, and health and safety requirements.
3. To achieve individual and team targets assigned through the college's quality cycle and staff appraisal processes.
4. To work within approved income and expenditure budgets.
5. To manage at all times subject to the college's approved strategies, policies and procedures.
6. To undertake an agreed programme of teaching and the duties of a Programme Leader; the amount will relate to the size and complexity of the faculty and be reviewed annually.

Main Duties

1. To co-ordinate quality assurance processes and ensure that documentation is maintained and in line with the quality cycle within the faculty.
2. To oversee support staff, curriculum leaders and tutorial managers across 16 – 19 provision.
3. To co-ordinate processes which monitor 16 – 19 student attendance, retention and achievement.
4. To review, develop and promote the faculty curriculum in line with industry needs.
5. Intervene with tutees in the faculty through the Student Support Process (SSP), particularly conducting reviews at Stage 3 and 4 and supporting the Tutorial Area Manager, Curriculum Area Managers and Programme Leaders.

6. To oversee industry placement and work experience opportunities to support 16 – 19 programmes.
7. To negotiate with and supply information to marketing as required through the year, and to coordinate recruitment events such as taster days, interview evenings and open events.

In collaboration with the Head of Faculty, to:

8. Support the professional development and effective deployment of staff, including timetabling, appropriate day to day cover arrangements.
9. To undertake a caseload of teaching observations and feedback sessions, PPRs and probationary reviews for faculty teaching staff.
10. In liaison with Deputy Head of Faculty monitor the quality of the faculty's accommodation and resources. Recommend improvements to enhance teaching and learning, including digital technology.
11. Ensure that programmes, processes and policies to support students e.g. the personal development programme, support and conduct, learning support, and other referrals are understood by staff and effectively implemented. To take on a caseload of student support or disciplinary meetings as directed by the HOF and liaise with parents about this.
12. Support the Head and Deputy Head of Faculty in the effective implementation of all cross-college policies and procedures e.g. Personnel Policies, Health & Safety, Equal Opportunities, etc.
13. Manage and support the recruitment and progression of students and co-ordination of internal and external liaison activities.
14. Ensure that College Registry/CIS procedures/Registers are complied with by all staff in the faculty.
15. To undertake any other duties appropriate to the post, as required by a member of the Senior Leadership Team and/or Head/Deputy Head of Faculty.

Mandatory Duties

16. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
17. Commitment to Equal Opportunities.

Additional Duties

18. To undertake such additional duties as may be reasonably required, commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.
19. Promote a teaching, learning and working environment that observes British Values, is free from discrimination and where all students and staff can express their individuality in a professional educational setting.
20. Promote and conduct your professional duties and responsibilities within the parameters of the college's agreed values and aims.

Person Specification

Job Title: 16 – 19 Curriculum Manager

Assessment Criteria

Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Successful construction curriculum/ faculty management experience (A)
- Teaching a subject specialism relevant to construction at a consistently high level and standard (A)
- Experience of collating and interpreting data, providing reports and handling confidential and sensitive information (A/I)
- Experience of implementing and monitoring quality assurance and quality improvement systems including liaising with awarding bodies (A/I)
- Experience of Tutoring and liaising with next-of-kin and other agencies/departments about learner support (A/I)
- Line management experience including undertaking performance review, target setting and managing employee relations issues (A/I)

Desirable Criteria:

- Experience of collaborating and/or developing positive relationships with partners, employers and stakeholders. (A/I)

Skills and Abilities

Essential Criteria:

- Successful teaching experience in construction or similar areas with commitment to student success (A/I)
- Ability to enthuse and motivate staff in pursuit of being exceptional (A/I)
- Ability to be flexible and respond to needs of the faculty on a day-to-day basis (A/I)
- Effective written and verbal communication skills (A/I)
- Ability to prioritise, manage time effectively and consistently meet deadlines (A/I)
- Ability to collaborate, share best practice and to encourage and facilitate this in others (I)

Personal Qualities

Essential Criteria:

- An evident passion for continual improvement (I)
- Empathetic and supportive when dealing with both learners and colleagues (I)
- Motivational, solution-focused and positive outlook(I)
- Resilient and able to work under pressure (I)
- Confidence in dealing with challenging situations with the ability to manage conflicting priorities (I)
- A proactive, energised, positive and fair approach (I)

Qualifications

Essential Criteria:

- Appropriate qualification and experience at level 2 or above in any one of the faculty specialisms (A)
- Recognised teaching qualification at Level 4 or above (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults (I)
- Commitment to equal opportunities (I)

Reviewed: May 2025

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge

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BE EXCEPTIONAL 

 **AMBITION**

 **COLLABORATION**

 **ENERGY**

BE EXCEPTIONAL 