

JOB RESPONSIBILITY PROFILE

Curriculum Manager

Salary Scale: Curriculum Manager Scale – Points 7 – 10

Responsible To: Deputy Director

Responsible For: Curriculum Staff

CONTEXT

The curriculum at Barnet and Southgate College is organised into Centres each led by a Deputy Director. Within each Centre, a Curriculum Manager may be responsible for a team or teams, a curriculum area, a cross curriculum role and/or have site responsibility, as designated by the Deputy Director. Curriculum Managers may also be required to deputise in the absence of the Deputy Director.

Each Curriculum Manager will manage an area of the curriculum area's work as designated by the Deputy Director, but within the scope of the responsibilities laid out below. These roles and responsibilities are to be monitored through the College's appraisal process and may be subject to change.

Each Curriculum Manager will be expected to have qualifications and experience (teaching and management) relevant to at least one of the curriculum subjects within the designated curriculum area.

MAIN PURPOSE OF JOB

- To lead and manage staff, providing effective and efficient organisation and management; setting high expectations for staff and learners, developing an outstanding curriculum provision and ensuring that all learners within their area of responsibility have an excellent quality learning experience

Learners on Barnet courses

- Plan and implement arrangements for the selection and admission of learners to courses, in conjunction with Learner Services, in order to meet enrolment targets.
- Ensure students are placed onto the correct courses, including the use of initial diagnostic assessment and agreements for additional learning support
- Monitor the support and entitlement programme for learners, including induction, tutorial support, enrichment and additional learning support, in accordance with College policy in order to meet individual student needs
- Ensure that students, and as appropriate parents and employers are fully aware of their progress through clear, active and purposeful ILPs and academic tutoring based on target setting principles to ensure that learner outcomes are achieved
- Ensure the effective discipline and management of students, undertaking student disciplinary in accordance with the College policy where required and keeping of records and referral to other agencies where necessary
- Ensure the recording and maintenance of appropriate records including tutorials, ILPs, learning agreements, registers and profiling documents are recorded and kept in accordance with College's requirements

- There is no requirement to undertake teaching as part of this management role. However, in exceptional circumstances, where cover is required, Curriculum Managers may be required to teach. This should not exceed 180 hours per year pro rata.

Curriculum portfolio-Barnet

- Lead and manage specific programmes as allocated within the budget set by CM Enfield and develop innovative curriculum development, including flexible, work-based, distance/blended learning programmes and income generation activity to meet the needs of the learner and the local / regional priorities.
- Support organisations working in ACL partnership with the college
- Ensure that Lecturers operate within awarding body requirements, curriculum assessment and examination regulations and in accordance with College policies
- Plan, implement, monitor and communicate to staff course timetables working effectively with other Curriculum Managers in order to meet the needs of the awarding bodies and learners whilst ensuring the efficient utilisation of resource.
- Monitor schemes of work and Planning/Records of Work book to ensure they meet external and internal requirements and the needs of learners
- Monitor assessment planning to ensure appropriateness and validity
- Plan, monitor and undertake internal verification and prepare for external examination and verification
- Develop and enhance the RARPA process and ensure implementation across all ACL provision
- Ensure that ILT is used as a tool for learning in all programmes

Marketing & Employer Engagement in Barnet

- Identify market needs and stimulate the development of new courses, including full cost recovery to meet the needs of learners, employers and the local community.
- Liaise with and be the contact for community groups receiving funding under the ACL partnership, attend community network meetings
- Working in conjunction with the other CM, assist in promotion, publicity, events, advertising and media relations for the curriculum area, ensuring staff participation as appropriate and strengthening links with industry/employers and the community to ensure student access to learning and recruitment to College programmes.

Staff- Barnet area

- Line manage curriculum posts and curriculum related support staff as allocated, including: induction, mentoring and coaching as appropriate for new and existing staff; managing underperformance; completion of appraisals and performance targets; identifying and addressing training/development needs and ensuring effective communication and team morale to achieve high standards of performance.
- Manage change effectively and inspire colleagues to ensure effective team work with a common and clear purpose
- Identify staffing implications for the curriculum area's curriculum portfolio and projected learner enrolments and ensure this is accurately reflected in the tariff/strategic planning process
- Undertake the selection and appointment of staff within the Curriculum Area with support, as required from the Deputy Director.
- Monitor course management and other responsibilities and duties
- Set up and run regular team meetings as required ensuring key messages are cascaded.

Quality and Performance management in Barnet

- Use course reviews, evaluations and learner voice to plan and monitor completion of quality assurance checks and resulting action plans.
- Monitor and develop the quality, efficiency and effectiveness of teaching and learning, to ensure the best possible learner achievement
- Set and monitor challenging improvement targets for your area of responsibility and monitor to ensure high quality provision
- Plan and undertake lesson observations

- Complete the self-assessment report for area of responsibility with CM Enfield monitor and report on resulting Quality Improvement Plans at QRM meetings.

- Support the implementation of improvement strategies resulting from learner/employer satisfaction survey.
- Provide regular progress reports, highlighting any areas of concern on all relevant aspects of the business and learner activity to the Deputy Director e.g. retention, achievement and framework success rates against targets, learner progress and learner/employer satisfaction surveys

Finance and Resources

- Work in conjunction with the CM Enfield to use budget allocated by CM Enfield and cross-college services to ensure the efficient and effective management of the equipment and physical resources allocated to your area of delivery, recommending capital items to the Deputy Director for purchase, as appropriate.
- Ensure that any delegated budgetary targets agreed and set by the CM Enfield are met and that provision is delivered within the agreed pay and non-pay budget for the financial year and in accordance with College policy and Financial Regulations, ensuring value for money.
- Ensure distribution of ACL budget allocated by CM Enfield is managed according to local area need and in accordance with recommended ACL guidelines.

General and College Responsibilities

- Contribute actively and flexibly to the overall management and administration of the College
- In liaison with the Executive Leadership group, effectively represent the interests of the College with stakeholders, major clients and the community in all matters relevant to the duties of the role
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts of omissions. Work within the guidelines of the College's Health and Safety policy to promote the highest standards of Health and Safety practice in relation to all aspects of the duties of the role and ensure that there are adequate systems in place to monitor compliance
- Encourage the awareness of risk within your department, ensuring that responsibility for risk management is effectively embedded and that all risks identified are reported through the appropriate college system
- Ensure the effective implementation of the College's policies and priorities in relation to all aspects of the duties of the role
- Be familiar with and promote the College's Single Equality Scheme and demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with Child Protection/Safeguarding requirements as outlined in the safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults
- Promote the College's values
- Participate as required in College-wide activities such as duty manager rotas, marketing activities and staff and learner events
- Undertake such additional duties or projects as the Executive Leadership Group may determine from time to time, after consultation with the post holder.
- To complete Deputy principal duties.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

PERSON SPECIFICATION – Curriculum Manager

| | Essential | Desirable |
|--------------------------------------|--|---|
| Qualifications and attainment | <ul style="list-style-type: none"> • Educated to degree level or equivalent, relevant professional qualification • A full teaching qualification | <ul style="list-style-type: none"> • Management qualification • Qualified Teaching and Learning Status • Relevant vocational or specialist qualification |
| Experience / Knowledge | <ul style="list-style-type: none"> • Knowledge of current issues and future trends impacting on FE • Experience of using and interpreting management information systems to effectively monitor and manage provision • Experience of successful curriculum development and management of provision and new initiatives (within at least one of the curriculum subjects within the designated curriculum area) • Experience of developing income generating full cost activity within the curriculum area • Successful teaching experience • Successful experience of embedding quality improvements and delivering improved success/outcomes for learners • Experience of building and maintaining effective relationships with external partners, employers and stakeholders • Understanding of employer needs and ability to prepare learners for work | <ul style="list-style-type: none"> • An understanding of the current 14-19 and HE Landscape |
| Skills / Competencies | <ul style="list-style-type: none"> • A demonstrable understanding of the key components of high quality teaching and learning • An understanding of the key aspects of the further Education funding methodology • Experience of effectively managing learning needs of a broad range and type of learners • IT skills sufficient to meet the requirements of the post – including implementation of interactive learning technology for teaching • Ability to effectively implement change within a team • Excellent interpersonal, communication and presentation skills • Demonstrable influencing and negotiation skills • Proven ability to delegate effectively and manage performance of others, including tackling underperformance. | |
| Personal Attributes | <ul style="list-style-type: none"> • An ability to work effectively as a member of a team and autonomously as required • An ability to work under pressure and to meet targets and deadlines • A commitment to continuous professional development of self and others • A willingness to work at any College site and work such hours as are reasonably necessary for the proper performance of your duties and responsibilities • A professional, flexible and enthusiastic approach to work • A capacity to initiate developments and see them through to completion. | |