

**JOB DESCRIPTION**

**Job Title: Curriculum Leader**

**Grade: Curriculum Leader Grade**

**Responsible to: Head of Faculty**

**Introduction**

**The College’s Vision and Values are embodied in the following statements:**

1. The acquisition of knowledge which is linked to tangible skills development in a safe learning environment is the essence of a quality learning experience. If this process also challenges reasoning, planning and individual organisation then it will develop valuable learner skills allowing individuals to realise their full potential. Sparsholt College is committed to widening participation in all its learning activity and is committed to making provision available at all academic levels to match the diverse needs of our learners.
2. The College is committed to the principles of partnership and collaboration with a range of likeminded organisations on a local, regional, national and international basis and will deliver its Vision and Values through a culture of a professional, open and self critical organisation that embraces change and believes in high quality and where responsible contribution of individuals is encouraged and valued at all levels.
3. The College is committed to encouraging and demonstrating enterprise, entrepreneurialism and innovation amongst learners and staff through the curriculum and to developing the commercial activity of the College.

**What will I be doing? (Contribution statement)**

You will contribute to the improvement of teaching, learning and assessment within the Curriculum area

You will contribute to the continuing growth and development of the high quality teaching programmes provided by the Curriculum area.

You will teach on a broad range of courses on either the Sparsholt or Andover campuses.

You will contribute to the management of high quality of learner-focused pastoral care provided by the Faculty to enable our learners to achieve the highest possible outcomes during their time at the College. This will involve working with learners and their guardians on maintaining the highest standards of conduct and performance in line with our published policies and procedures.

You will work closely with the Head of Faculty to direct, supervise and appraise members of the curriculum team.

**Main Duties and Responsibilities:**

1. To be a member of the Lecturing Staff in the Area and liaise with the Head of Faculty on all matters relating to the work of the Curriculum Area.
2. To take responsibility, under the guidance of the Head of Faculty, for the planning and implementation of actions to improve teaching, learning and assessment in the curriculum area.
3. To implement policy as laid down by the College Governors, Principal, Deputy Principal and Directors through the Head of Faculty.
4. To participate in, and contribute to, the co-ordination of all aspects of the smooth daily running of the area.
5. To be responsible for aspects of administration, organisation and management of any particular areas as required by the Head of Faculty, including taking the lead in programme and curriculum development and/or pastoral care where appropriate/required.
6. To initiate and attend appropriate committees, team meetings and other meetings.
7. To participate in, and contribute to, the co-ordination of all aspects of the smooth daily running of the College and to advance the corporate responsibility of the College Managers.
8. To assist the Head of Faculty in the supervision and appraisal of team members
9. To be aware of and comply with the College’s policies in all aspects of her/his duties and responsibilities, including but not limited to Equal Opportunities and Diversity, Safeguarding, Child Protection, Health & Safety, Driving of College Vehicles, Hazardous Pursuits Policy.
10. To respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA).

**Detailed Duties**

1. To deliver planned, coordinated and high-quality teaching, practical instruction, demonstration and other appropriate work relating to students' learning programme in appropriate subjects and courses using flexible delivery methods.
2. Be responsible for working with the teaching team within the curriculum area to identify, plan and implement actions to improve the teaching, learning and assessment in the area. This will include working with the teacher training team and other internal areas as appropriate.
3. To provide, as necessary, student records, teaching programme outlines and student grades. Ensure students’ progress is properly monitored, assessed and recorded in line with the College’s Verification Processes. Report on the progress of students through subject reviews. Inform parents sponsors/or other parties through the report processes.
4. Be responsible for the preparation of learning materials, assessment and assignment programmes to ensure that a high quality of delivery is provided for all learners.
5. Contribute to the management of learning programmes and assist the Head of Faculty, as required, with the supervision of arrangements for full-time and part-time courses so as to maintain the high quality of provision. Where appropriate to organise, structure and manage the students’ learning experience on a programme of learning.
6. To participate in recruitment, interviewing and selection of students onto full-time, part-time, short courses and distance learning in liaison with Head of Faculty and other members of staff as appropriate.
7. To assist with interviewing, and, if necessary, disciplining of students as set out in the appropriate College Policy Statement.
8. To assist with arrangements for the placement and assessment of students on practical locations if required.
9. To undertake and assist with the development and review of curriculum as appropriate to technical specialism and teaching responsibilities and to be a member of the appropriate subject and course teams.
10. Act as course/year/personal tutor as required.
11. Contribute to enrichment programmes as appropriate
12. Carry out administrative duties associated with teaching as required.
13. Liaise with partner schools, FE colleges and outside agencies/organizations. Take part in marketing activities as required (e.g. Open Evenings). Contribute to consultancy work when appropriate.
14. Participate in research and other forms of scholarly activity as agreed with the Head of Faculty.
15. Keep up to date with developments in relevant subject area(s) and actively participate in continuous professional development.
16. Take part in internal/external assessment and verification as required by Awarding Bodies and the Central Verification Process, and take responsibility for examination entries for a subject area as necessary.
17. Attend/hold regular course/subject meetings with minutes/action points.
18. Exercise other responsibilities and duties as may reasonably be required from time to time by line manager or above.

**Curriculum Leader Responsibilities**

In order to allow the post holder to undertake the responsibilities listed above, (s)he will be given 150 hours remission from the usual requirement for teachers’ annual caseload of 850 hours per annum. Therefore, Curriculum Leaders will deliver c700 teaching hours per annum.

**Health & Safety**

Under the Health and Safety at Work Act 1974 all staff have a duty to assure reasonable care for the Health and Safety of themselves and others affected by their acts or omissions at work and co-operate in meeting the requirements of the law

1. To adhere to all relevant risk assessments and codes of practice, and to assist in the discharge of the College Safety Policy and Health & Safety Procedures, including but not limited to:
   1. following safe working procedures, attending to the general tidiness in the work area and report defects and make recommendations to the Faculty Manager where necessary.
   2. giving clear and adequate safety information in lectures as appropriate, ensuring that guards, special working procedures, protective clothing and equipment, etc, are provided and used where necessary
   3. following the College Policy relating to work experience placements.

Date Job Description prepared:

Agreed by Job Holder: Date:

Approved by Manager: Date:

Approved by SLT member: Date:

***Notes;***

***This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder.***

***The job description, duties and key performance outcomes must be reviewed annually with the line manager and approved by a member of the Strategic Leadership Team.***

**Last reviewed:** April 2017

# Person Specification/Competency Profile

**Curriculum Leader**

**E=Essential D=Desirable**

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| --- | --- |
| **skills and core competencies** | **HOW MEASURED** |
| **Technical competency and knowledge (qualifications and training)**  1. An appropriate academic or professional qualification in a relevant subject at Level 4 or above**(E)**  2. Possession of a Level 4 teaching qualification**(E)**  3. Level 5 qualification in a relevant subject. **(D)** | Qualification certificates  Qualification certificates  Qualification certificates |
| **Experience and Skills**  1. Previous experience of teaching in either the FE or schools sector in relevant subject areas**(E)**  2. Ability to plan and develop actions to improve teaching, learning and assessment**(D)**  3. Ability to effectively utilise a range of IT-based resources including the VLE to support the delivery of high-quality learning programmes **(E)**  4. Experience of delivering high quality teaching within an FE or schools environment**(E)**  5. Experience of delivering Key/literacy/numeracy Skills within an FE or schools environment **(D)**  6. Experience of providing pastoral care within an FE or schools environment **(D)**  7. Previous proven experience in curriculum planning and development **(E)**  8. Ability to deliver 700 (pro-rated if part-time) contact hours within the Curriculum Lead area. | Application, interview  Application, interview  Application, interview  Application, interview  Application, interview  Application, interview  Application, interview |

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| **skills and core competencies** | **HOW MEASURED** |
| **Personal qualities, communicating and relating to others.**   1. Drive and enthusiasm to inspire colleagues to develop teaching skills **(E)** 2. Ability to deliver a high-standard of teaching and learning, working effectively with, inspiring and motivating students of all levels and abilities **(E)** 3. Innovative approach to the improvement of teaching and learning**(E)** 4. Ability to be an effective team member with a flexible approach to work rotas and tasks **(E)** 5. Excellent interpersonal and communication skills, both verbal and written, both internally but also with external agencies such as employers and 14-19 consortia**(E)**   6. Strong organisational skills and ability to time management effectively and meet deadlines **(E)**  7. Embraces a culture of continual development **(E)** | Interview, references  Interview, references  Interview, references  Interview, references  Application form , interview, references  Interview, references  Interview, references |
| **Other**  1. Awareness and understanding of Equality and Diversity, Health and Safety and safeguarding/Child Protection Legislation and requirements **(E)**  2. Possession of a valid driving licence **(D)**  3. Possession of D1 minibus Category on driving licence **(D)**  4. Ability and willingness to undertake some travelling in the UK and abroad as required **(E)**  5. Ability and willingness to work flexibly (evening, weekend and enrolment duty) to meet the needs of the College **(E)** | Interview  Sight/copy of driving Licence  Sight/copy of driving Licence  Interview  Interview |