

**JOB DESCRIPTION**

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| **POST TITLE**: **Curriculum and Learning Manager**  **FACULTY**: Teaching & Learning  **POST GRADE/SALARY**: point H38 £55,759  **RESPONSIBLE TO**: Director  **RESPONSIBLE FOR**: Curriculum Area and Team |

**OVERALL PURPOSE OF JOB:**

To manage the delivery and future development of the curriculum area in accordance with the College’s overall strategy, including the development of new and existing provision, improving effectiveness in the use of resources and achievement of outcomes, and establishing effective relationships with team members, across the College.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post.

The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

**MAIN DUTIES & RESPONSIBILITIES:**

* Initiate, implement and maintain development plans in discussion with your line manager.
* Lead the teaching and learning for the Curriculum Area, ensuring all staff are suitably qualified and experienced and the use of best practice in terms of delivery mechanisms including the use of new learning technologies/ILT.
* Effectively disseminate information to staff and ensure the effectiveness of College communication systems within the team, including organising regular team meetings, keeping schedules, agendas and action plans.
* Manage the activities of teachers and course teams to ensure effective organisation and delivery of teaching and learning. This should have a particular focus on course management.
* Contribute to and advise on staff development initiatives and opportunities.
* Ensure the implementation of all college policies and procedures within designated areas of responsibility, including health and safety and equal opportunity policies and procedures.
* Contribute to continuous quality improvements including recruitment, enrolment, attendance and success.
* Through the ACR process, establish targets for the area, monitor against target and report on progress leading to continuous improvement.
* Ensure the Curriculum Area’s provision addresses the learning needs of diverse client groups/individuals.
* Identify and prioritise curriculum resources to meet learners’ needs.
* Manage a range of learner visits, including the College’s visits approval documentation and timetable accordingly.
* Keep up to date with academic/vocational subjects, develop and maintain links with industry, curriculum development, and assessment requirements.
* Ensure appropriate curricular assessment methods are in place and meet the requirements of validating bodies, including internal/external verification in liaison with the College Quality Nominee.
* Actively engage teams in the production of the Directorate Self-Assessment Report.
* Ensure course and other curriculum quality files are maintained to include schemes/records of work, course reviews and action plans.
* Contribute to the organisation of College events, e.g. open days, parents’ evenings, careers evenings, exhibitions, enrolment and advice sessions at various locations.
* Contribute to marketing, in liaison with the Marketing Office and Press Officer.
* Maintain a range of appropriate course literature and promotional materials.
* Ensure the quality of the student learning experience by effective delivery of formal scheduled teaching and tutorials (up to an annualised total of 692 hours contact time), paying due regard to learner progression towards successful completion.
* Work with teams responsible for effective management of learning programmes.
* Record in an accurate and timely manner data and information, including registers, withdrawals, transfers, assessments, examination results and learner progress.
* Manage and maintain learner morale and discipline, working closely with college managers to assure an appropriate learning environment.
* Take part in all staff College events.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

**All staff are responsible for:**

* Children & Vulnerable Adults: safeguarding and promoting the welfare of children and vulnerable adults
* Equipment & Materials: the furniture, equipment and consumable goods used in relation to their work
* Health / Safety / Welfare: the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements
* Equal Opportunities: performing their duties in accordance with Haringey Sixth Form College’s Single Equality Scheme
* Leadership by example and personal commitment to the College’s code of conduct and values.
* Adherence to and compliance with all College Policies and Procedures
* Management of human, physical and financial resources, and efficiencies.

**Revisions and updates**

This job description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required. It does not form part of the terms and conditions of employment.

**The post-holder is required 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) details of which will be made available.**

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

**A Disclosure & Barring Service check is carried out for all appointments.**

**PERSON SPECIFICATION**

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|  | **Essential** | | **Desirable** | **How identified** |
| **Experience** | | Curriculum Management in Further Education  Evidence of successful curriculum development /innovation  Proven ability to work under pressure and to meet deadlines/targets  Proven experience of successful team leadership  Evidence of continuous professional development | Evidence of developing ICT in teaching and learning | Application  Interview |
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| **Qualification/ Training** | | Degree or equivalent  Teaching qualification | Relevant CPD/qualifications | Application  Certificates |
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| **Special Knowledge** | | Subject specific knowledge related to the curriculum area  Thorough current knowledge of issues within FE/HE  A thorough understanding of quality assurance processes in teaching and learning  Child Protection Issues | Knowledge of current education development and implications for raising the achievement of learners in the curriculum area | Interview |
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| **Skills** | | | A team player and team leader  Proven successful teaching skills  Excellent organisational skills  Good communication skills | Interview |