



# JOB DESCRIPTION

**POST TITLE:** FE CURRICULUM CO-ORDINATOR - HEALTH AND SOCIAL CARE  
**POST NUMBER:** WREQ1999  
**GRADE:** MANAGEMENT SPINE 0-2

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## **JOB PURPOSE**

An FE Curriculum Co-ordinator reports directly to a senior manager within a faculty or learning directorate. They are responsible for the oversight of FE curriculum delivery ensuring that day to day operational tasks such as assessment, IV, student progress tracking, pastoral care of learners and the learning experience are of high quality and well co-ordinated.

An FE Curriculum Co-ordinator will performance manage a designated number of staff responsible for the delivery of FE programmes within the faculty or learning directorate.

The role will work with their immediate line manager to ensure the following are effective and maximise the learner experience:

- Timetables;
- Recruitment and marketing activities;
- Self-assessment;
- Quality improvement activities.

## **KEY TASKS / DUTIES**

The post holder will report to a Head of Faculty, Learning Director or Director for the following:

- To effectively co-ordinate and develop a portfolio of courses and study programmes that enable learners to succeed and progress.
- To deliver high quality teaching, learning and assessment on a range of programmes.
- To ensure College protocols and awarding body requirements for assessment and Internal Verification are complied with and support high levels of student progress.
- To co-ordinate and manage the performance of a designated team of staff ensuring that they can deliver a high quality learning experience to learners.

# JOB DESCRIPTION

- To co-ordinate the day to day operation of the curriculum ensuring that student issues are dealt with appropriately, staff absence is managed and expected standards of learning behaviours are reinforced.
- To co-ordinate marketing and IAG activities ensuring that learners are effectively recruited to courses and programmes that best meet their ability and aspirations.
- To plan and co-ordinate staff and student induction programmes.

The post holder will contribute to and support their line manager to design and develop the curriculum offer, utilise resources effectively, timetable provision, assist in the selection and appointment of staff, complete self-assessment and implement quality improvement strategies.

## **GENERIC TASKS / DUTIES**

The generic duties and responsibilities of a Curriculum Co-ordinator are:

- To co-ordinate and monitor timetables within the Subject Area.
- To assist in the selection process and appointment of staff.
- To manage staff absence ensuring measures are taken to cover lessons and minimise the impact on the learning experience for students.
- To line manage a team of staff ensuring performance is regularly reviewed in line with College performance management and appraisal protocols.
- To monitor and support the development of teaching, learning and assessment.
- To ensure courses and programmes are regularly reviewed to ensure they meet industry standards and expectations making refinements where necessary.
- To ensure the progress of students is monitored, developed and reported as per the College protocols.
- To liaise with parents and carers as per the College parental involvement strategy for students under the age of 18.
- To ensure effective representation and engagement at College marketing and recruitment events from the Subject Area team.

# JOB DESCRIPTION

- To regularly review key student performance data and ensure interventions are proactive and timely.
- To ensure the College policy for target setting and pastoral care of all students is implemented.
- To ensure attendance and standards of student behaviour are high.
- To ensure IAG for prospective and existing students is effective and leads to positive destination outcomes.
- To ensuring College policies and procedures are adhered to by all staff.
- To fully participate and contribute to the self-assessment process.
- To provide first line responsibility for health and safety issues on behalf of the curriculum areas.
- To teach on appropriate courses.
- Complying with Information Security requirements, in line with Weston College policy.
- Other duties as may be required by the Principal to reflect changes and developments commensurate with the grade of the post.

## **HEALTH AND SAFETY**

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



# JOB DESCRIPTION

## CONDITIONS OF SERVICE

The College standard Contract of Service for Management staff applies.

## **SALARY**

Management Spine 0-2: £34,298.00 - £36,544.00 per annum.

Remission: The maximum remission for this role is 170 hours per year (5 hours x 34 weeks)

## **HOURS**

Hours of attendance: 37 hours per week.

Annual Leave: 318.5 hours per annum, inclusive of statutory holidays and college closures

*The College reserves the right to direct up to 5 days of your annual year entitlement for efficiency purposes.*

Lecturer contact hours: 828 hours per annum.

As a representative of Weston College, you will be committed to developing your skills in using technology to enhance learning, including use of the Virtual Learning Environments and classroom equipment.

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

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at grade C or above (or equivalent), including English Language and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language, or be willing to undertake the qualification whilst in post.</i>	✓	
A relevant Degree (or equivalent qualification), which is appropriate to the work.	✓	
Teaching Qualification. <i>All candidates for teaching posts must possess a recognised Teaching Qualification, or be prepared to gain (with the assistance of the College) this Qualification, within the first two years of service.</i>	✓	
Verifier Award or experience of successful internal verification and course management.	✓	
Two years successful teaching experience within FE and the subject area.	✓	
Track record of securing excellent progress and progression outcomes for learners.	✓	
Experience as an external examiner or standards verifier.		✓
Ability to support and co-ordinate team members in planning for learning and assessment.	✓	
Ambition and desire to develop self and progress into a co-ordination or management role.	✓	
Highly motivated.	✓	
Excellent organisational, interpersonal, teamwork, and communication skills.	✓	
Setting and achieving high standards for yourself and your students.	✓	
Promoting a culture of involvement, listening and responsiveness to students' needs.	✓	