

## JOB TITLE: Curriculum Area Manager – Mathematical Sciences

### ROLE OVERVIEW

**Job Title:** Curriculum Area Manager –  
Mathematical Sciences

**Grade:** Curriculum Area Manager

**Contact Hours:** 37 hours per week  
(Approx 750 teaching hours per  
annum)

**Status:** Permanent

**Faculty:** Maths & Science

**Responsible to:** Head of Faculty

### KEY ROLE OBJECTIVES

Manage all aspects of learning within your curriculum area, managing staffing and curriculum while engaging in quality assurance.

Ensure the curriculum team provides an outstanding learner experience through high quality teaching and learning, assessing of learners. Enable learners to both maximise their potential and succeed in their goals. Work with staff within the curriculum team to monitor learner progress and support learner interventions.

Contribute to the general running of the faculty by taking a full and active part in the Faculty Management Group, for example supporting cross-faculty events and projects.

These duties are in addition to those of a Programme Leader which includes to deliver outstanding teaching, learning and assessment to groups of learners and to act as a personal tutor.

### MAIN DUTIES:

1. Manage learning, staffing and curriculum within your curriculum area.
2. Provide outstanding teaching, learning and assessment.
3. Act as tutor to group(s) of students.

### Staffing:

1. Provide clearly structured management of the curriculum team.
2. To support the Head of Faculty in recruiting new staff to the curriculum team.
3. To induct new staff in line with Faculty policy, with the support of the Faculty Coordinator.
4. Ensure the curriculum team correctly use college systems and processes including, but not limited to, MIS, trackers, registers, student conduct and support process.
5. To support the Deputy Head of Faculty with cover arrangements for absent members of staff.
6. To complete PPRs and graded lesson observations for direct reports in line with College policy and Faculty deadlines.
7. To carry out formative observations of new staff and support the Head and Deputy Head of Faculty with learning walks.
8. To contribute to quality targets by identifying development needs in line with the Faculty's strategic vision.

9. To support the Head of Faculty with Faculty staff development training needs including mandatory training requirements.

#### **Curriculum:**

1. To contribute to Faculty strategic goals.
2. To work alongside the Head of Faculty to ensure the resources are appropriate and support the delivery of the curriculum.
3. To work alongside the Head and Deputy Head of Faculty to manage course timetables taking into consideration efficiency, GLH, staff deployment and the student experience.
4. To work alongside the Head and Deputy Head of Faculty to further develop and implement a student recruitment strategy, including managing open events, engaging with the College Advice Team and Marketing.
5. To support the Head and Deputy Head of Faculty to manage quality assurance, delivery and quality improvement of programmes and ensure that they meet the requirements of awarding bodies, local and national needs and the high aspirations of learners.
6. Provide guidance and direction within the Faculty Management Group, therefore contributing to the Faculty development and direction of travel in alignment to the college strategy and priorities.
7. Alongside the Head and Deputy Head of Faculty to develop further opportunities to enrich the curriculum, including engaging with employers and HE providers for activities such as visiting speakers and trips, ensuring a direct line of sight for learner progression and compliance with the Gatsby Benchmarks.

#### **Quality:**

1. Work alongside the Head and Deputy Head of Faculty to improve and maintain standards within the curriculum area in line with the college strategy with a focus on the continuous improvement of learner outcomes including Progress and Progression.
2. To support the Deputy Head and Lead Tutor in Student Intervention meetings to improve individual learner achievement.
3. To work with the team to monitor and support a high standard of attendance and punctuality amongst students, in conjunction with the Lead Tutor, including attendance and punctuality across the whole Programme of Study for Tutees.
4. To support and manage Programme Leaders within the team to take responsibility for specific areas of the curriculum within the Mathematical Sciences.
5. To ensure a culture of continuous improvement and high expectations in your team such as outstanding teaching and learning, aspirational target setting, monitoring through consistent use of trackers and supporting in identifying and intervening with students at risk of underachieving.
6. Contribute to meeting the needs of learners by ensuring that Learner Voice feedback and student survey results are analysed and responded to.

#### **Additional Duties**

1. Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
2. Be responsible for safeguarding and promoting the welfare of learners.
3. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
4. Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.
5. Teaching hours and area(s) of responsibility will be reviewed and set annually by the Head of Faculty in line with business requirements for that Academic year.

6. Carry out the duties of a Programme Leader with regard to teaching and tutoring, including maintaining links with parents and take responsibility for the day-to-day needs of the students, including parents evenings and guidance evenings.

## Additional Duties

1. Promote a teaching, learning and working environment that observes British Values, is free from discrimination and where all students and staff are able to express their individuality in a professional educational setting.
2. Be responsible for safeguarding and promoting the welfare of students.
3. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
4. Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

**Reviewed:** March 2025

# Person Specification

## JOB TITLE – Curriculum Area Manager

### Assessment Criteria

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

#### Experience

---

##### Essential Criteria:

- Ability to passionately teach and lead Mathematics at Level 3/Key Stage (A/I/M)

##### Desirable Criteria

- Experience teaching 16+ learners, with experience of acting as a tutor and of the UCAS process (A/I)
- Experience in managing a team of staff or significant cross-college/school project (I/M)
- Experience of effectively managing the tracking and monitoring students' progress and Value Added (A/I)

#### Skills and Abilities

---

##### Essential Criteria:

- Excellent written and oral communication skills (A/I)
- Organisational ability, for example to prioritise key tasks and manage time effectively and efficiently (A/I)
- To be a positive, solution-focussed team member. (A/I)

##### Desirable Criteria

- Skills in organisation and scheduling events and/or timetables (A/I)
- Accuracy and attention to detail. (A/I)

#### Qualifications

---

##### Essential Criteria

- Degree in a relevant subject area (A)
- Teaching qualification and significant teaching experience (A)

#### Personal Qualities

---

##### Essential Criteria:

- A commitment to continually improve your teaching, learning and assessment practice with a passion for sharing best practice (A/I/M)
- Ability to enthuse and empathise with students (A/I/M)
- Ability to work on own initiative and as part of a team with a flexible and versatile attitude to working arrangements (A/I)

#### Mandatory Requirement

---

## Essential Criteria

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

**Reviewed:** March 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 College

## 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.