


Job Title	Curriculum Manager (Geographical Area of Responsibility)	
Grade	7	
Reports to	Deputy Head Teacher	
Salary		
Responsible for	Learning Mentors & Learning Tutors	
Job purpose	<p>To assist with developing individualised, creative curriculums, that inspires quality learning for students with SEND, ensuring learning experiences supports student development around personal, social and employability targets.</p> <p>Ensure students are supported to meet their needs and destinations, assessing and planning cohesive learning plans that align to the aspirations and destinations outlined in their EHCP.</p> <p>The post holder will be confident in achieving an outstanding SEND provision against the new Education Inspection Framework</p> <p>Ensure student safety, enjoyment and success is at the heart of planning and delivery and that we are preparing students to progress further in life skills and/or into employment.</p> <p>To lead and manage a team of Learning Mentors and Learning Tutors.</p> <p>To be responsible for a cohort of students and their bespoke curriculums within your geographic area, liaising with key stakeholders as necessary.</p>	
Key responsibilities	<ul style="list-style-type: none"> • To support ROC College to be the college of choice for SEND/SEN learners in the South West • Ensure the college offers high quality teaching, learning, assessment and curriculum management within the learning areas. • Ensure high levels of attendance, added value, retention, achievement, student satisfaction within your cohort. • To monitor the delivery of provision to ensure that delivery complies with the schedule agreed with the funding body. • Robustly monitor accredited and RARPA programmes within your cohort. • Monitor and report student progress and achievement • Liaise with parents as appropriate 	

	<ul style="list-style-type: none"> • Ensuring student's progress is tracked and accurately recorded on Databridge from starting points to transition. • To work closely with Pastoral to ensure effective processes are in place with regards to behaviour and welfare. • To work closely with job coach mentors and job coach tutors to assist students to secure and sustain voluntary jobs and/or paid employment. Ensuring students are provided with the opportunity to achieve employment opportunities as per their EHCP. • To offer guidance and support to Learning Mentors and Tutors (particularly with regards to 2-1 support). • Provide support, leadership and guidance to the education team through mentoring, positive examples and the promotion of person-centred approaches. • To demonstrate a commitment to the Safeguarding of Children and Adults and to recognise and report any disclosure, suspicion or evidence of harm, risk of harm, abuse or neglect in line with United Response's Safeguarding policies. • Participation in appropriate staff development opportunities and inset days to up-date or develop new skills. • Undertake the regular supervision and support of learning Tutors and Mentor's, identifying developmental opportunities where required, including the daily management of internal communication. • Ensure staff are effectively inducted through local / United Response induction procedures • Facilitate EHCP meetings and ensure Learning Tutors/ Mentors and EHCP Coordinator is aware of reviews and implementation of individual plans. • Support students to establish community links with the local neighbourhood • Ensure staff are given the appropriate mandatory and non-mandatory training to perform in their jobs • Manage and staff at return to work meetings following sickness absence with guidance from HR and Assistant Vice Principal. • Manage performance issues engaging the appropriate informal / formal processes where necessary and with guidance from HR and Assistant Vice Principal • Manage the staffing resources of the service including rota management and staff budgets
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	<ul style="list-style-type: none"> • Undertake United Response quality and Health and safety checks as required • Facilitate team meetings, acting as Chair when required. • Take responsibility for legal notifications in respect to Health and Safety requirements • Support and develops relationships with stakeholders including families, advocates, Local Authority and care managers • Support staff to carry out required Quality assurance tasks in; lesson planning and evaluation • To carry out teaching observations in line with ROC College's Quality Assurance Calendar • To support senior managers to action areas for improvement outlined in SAR and Ofsted reports • To undertake any other reasonable duties as requested.
Person specification	<p>Essential Criteria</p> <ul style="list-style-type: none"> • Level 3 AET or equivalent • Experience of supporting students with a learning disability and/or mental health need • Passionate about making a difference and the work of United Response. • Experience of supervising and motivating staff. • Clear written and verbal communication style. • IT literate and confident in the use of different IT systems / packages. • Willing to undertake required training, sometimes off site and outside normal working hours. • Willing and able to travel between locations as required. • Available for flexible working patterns if required • Experience in working with educational commissioners and assisting with education referrals • Experience in supporting students that display behaviours that challenge and training in de-escalation • Track record in all aspects of job coaching including employer engagement, supporting students in work experience, supporting students into paid work and supporting staff to achieve these goals. • Experience in writing and facilitating EHC Plan meetings <p>Desirable</p> <ul style="list-style-type: none"> • Qualified Teacher, PGCE or Cert'Ed or equivalent. <p>Desirable</p>