**JOB DESCRIPTION**

**POST : Curriculum Manager - Construction**

**DEPARTMENT/FACULTY : Construction, Smart Utilities & The Environment**

**RESPONSIBLE TO : Head of Faculty (HOF)**

**POST OBJECTIVE:**

To undertake management and curriculum responsibilities for specific areas of the department. To be accountable to the Head of Faculty and be responsible for specific curriculum and the performance of this curriculum in terms of raising success rates, achieving recruitment targets and achieving good or outstanding inspection outcomes.

**MAIN DUTIES AND RESPONIBILITIES:**

1. To deputise for the Head of Department as and when required.
2. To enthusiastically communicate the College’s purpose, values and vision
3. To assume line management responsibility, where appropriate, within the Construction department.
4. To support the Head with key functions such as appraisals, teaching and learning observations, timetabling and data management.
5. To lead on specific curriculum and develop resources including staff to ensure the successful running of the curriculum.
6. To contribute to the development and alignment of new curriculum.
7. To contribute to raising standards and improving success rates.
8. To liaise with partners to ensure continuous development and improvement.
9. To contribute to a culture of innovation which will drive up learner engagement and outcomes.
10. To contribute to the business planning and target setting process of Construction department.
11. To undertake teaching duties as and when required.
12. To monitor and improve learner satisfaction across the Construction department.

**ADDITIONAL TASKS:**

1. To comply with the College’s Professional and Academic Standards at all times
2. To prepare lesson plans and schemes of work in line with good practice
3. To provide education and training in a learning environment approved by the institution.
4. To prepare, set and mark assignments as directed by the curriculum.
5. To develop and update learning materials as and when required.
6. To contribute to the writing of submission documents as appropriate.
7. To be an internal verifier as appropriate.
8. To undertake essential and role-related activities/CPD
9. To ensure full compliance with all related College policies and procedures.
10. To work within College policies on Health & Safety and Equal Opportunities.
11. To comply with the College’s Safeguarding and whistleblowing policies and procedures.
12. To undertake any other duties required by the line manager.
13. To comply with the College’s Performance Management Framework, ensuring that all direct reports have agreed targets and objectives in place, which are regularly monitored, enabling direct report to meet ambitious College targets.

This job description is not intended to be exhaustive but to indicate the main responsibilities of the post and may be amended from time to time.

**This post is not exempt from the Rehabilitation of Offenders Act 1974**

**PERSON SPECIFICATION**

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| **Ref:** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Practical** | 1. Smart appearance 2. Personable manner |  | Job and Medical History from application form and references. Performance in interview process. |
| **Qualifications** | * Degree level qualification in a relevant vocational area * Cert Ed (or equivalent) * GCSE English & Maths (A\*- C) | * Management qualifications * QTLS status | Formal possession of an appropriate qualification to be verified at interview or from records.  Original certificates shown to HR and copies taken.  Interview. |
| **Experience** | 1. Have specialist subject knowledge in Electrical Installation and/or Plumbing 2. Programme Management experience 3. Good curriculum planning and implementation skills 4. Relevant teaching experience 5. Ability to use data to inform decision making 6. Proven track record of managing staff and leading teams 7. Experience of IV planning and implementation | 1. Curriculum innovation experience | Past employment activity record and application form.  Performance on related selection methods, e.g. presentation, group discussion. Interview. |
| **Training** | 1. Continual professional development 2. Have undertaken essential training 3. Willing to undertake training as required |  | Past training history from application form and records.  Selection process by demonstration of ability to display knowledge and skills at the interview. Certificates. |
| **Special Knowledge** | * Up to date curriculum knowledge and expertise * Networking ability to keep up to date with curriculum development and change * Good organizational skills and ability to keep to deadlines * Familiarity and understanding of college quality assurance procedures |  | Qualification held and original certificate shown to HR.  Demonstration of ability to display knowledge and skills at the interview. |

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| **Circumstances** | 1. Flexible approach to working hours including evening and weekend work as required 2. Willing to undertake offsite visits as required 3. To work within the College’s safeguarding and whistleblowing policies & procedures to promote the welfare and protection of children, young people & vulnerable adults |  | Ensuring candidates are aware of these requirements from the job description. Applications form details and interview. Recruitment checks.  References. |
| **Disposition** | 1. Strong student focus 2. Commitment to excellence 3. Resilient 4. Proactive team member and proven team leader 5. Ability to engage and motivate learners 6. Enthusiasm for subject & teaching 7. Ability to work diligently in all aspects of role 8. Organisational skills 9. Ability to work under pressure and meet tight deadlines/targets 10. Ability to work to quality standards 11. Ability to work on own initiative 12. Ability to liaise effectively with people of all ages |  | Interview, recruitment checks and references including current employer and relevant to post. |
| **Practical and Intellectual skills** | * Excellent communication & presentation skills * Good interpersonal skills * Confident speaker to groups * Approachable * Diplomacy, honesty and reliability * Excellent organisational skills * Excellent customer service skills * Good administration skills * Good IT skills |  | Performance in related selection process e.g. exercises, group discussion, problem solving, questions etc. |
| **Legal Requirements** | 1. DBS Clearance on appointment |  | Application form and interview questioning and references. |