

JOB DESCRIPTION

POST TITLE: ASSISTANT CURRICULUM MANAGER – HMP
LEWES

POST NUMBER: WREQ2739

GRADE: MANAGEMENT SPINE

JOB PURPOSE

The person appointed will support the Curriculum Manager in a range of duties associated with efficient and effective development and design, of programmes of learning which meet the needs of the Prison Education Framework (PEF) funding methodology, and Skills for Sustainable Growth.

KEY RESPONSIBILITIES

The person appointed will report to the Curriculum Manager but will also work closely with key stakeholders and Prison management/staff for the following:-

- Ensuring effective delivery of targets in relation to recruitment, retention, achievement, success, quality and attendance.
- Deputising for the Curriculum Manager in their absence.
- Managing identified curriculum programmes and staff efficiently.
- Assisting with the scheduling of work/timetables and deployment of staff.
- Robustly monitoring internal verification and implementing quality assurance systems in conjunction with awarding body criteria.
- Assisting in raising Teaching and Learning standards across the curriculum as an inspirational lead practitioner.
- Supporting the Curriculum Manager with strategies linked to quality improvement and staff development.
- Supporting the Curriculum Manager in creating a vibrant, high quality, positive and student centred ethos.
- Demonstrate high levels of positivity with a team of staff.
- Delivering quality teaching on a range of programmes.
- Marketing and selling the curriculum offer positively.

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- Positively enhancing progression opportunities for all learners.
- Supporting staff in the process of collating/analysing data and report writing for self-assessment.
- Ensuring a proactive approach to the development and marketing of courses to achieve maximum recruitment levels.
- Effectively engaging with employers and key stakeholders to enhance curriculum delivery.
- Teaching effectively across the curriculum.

GENERIC DUTIES

The Assistant Curriculum Manager will be responsible for high levels of teaching and learning and co-ordinating the quality control and evaluation of learning programmes.

The generic duties and responsibilities of an Assistant Curriculum Manager are as follows:

- Working with other team members on motivation and development of the curriculum.
- Delivering interesting and enriching programmes of study.
- Achievement of key targets in terms of attendance, retention, achievement, and success.
- Ensuring academic standards are maintained and improved.
- Arranging effective guidance for present and potential students.
- Ensuring Prison Education Framework (PEF) administrative procedures are carried out in a timely manner.
- Collaborating with Prison staff in the development and preparation of course/programme submissions.
- Ensuring Prison Education Framework (PEF) and Prison policies and procedures are adhered to.
- Assisting the Curriculum Manager in the appointment and selection of team members.

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- Ensuring that an effective system operates to provide cover during periods of staff absence and that classes are not cancelled.
- Providing reports, data, and other information as required.
- Monitoring and evaluating programme provision to ensure quality, validity, accessibility and enjoyability.
- Assisting with the co-ordination of course timetables, full-time and part-time staff timetables in conjunction with the Curriculum Manager.
- Development and validation of courses in response to student needs, local needs, and external bodies.
- Providing first line responsibility for health and safety issues on behalf of the curriculum team.
- Efficiently preparing for Teaching and Learning, which includes marking, assessment, tutorials, and administration.
- Delivering high quality teaching and learning.
- Undertaking Tutorial provision where necessary.
- Acting as appraiser (as specified in the Prison Education Framework (PEF) policy) for members of the Curriculum Team as appropriate.
- Carrying out classroom/workshop observation and gradings.
- Other duties as may be required by the Head of Strategy to reflect changes and developments commensurate with the grade of the post.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate 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.



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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.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine A-0: £33,603.00 – £34,642.00 per annum

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays.

The College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

Teaching contact hours: 828 per annum *(Plus remission depending on income generated by the contract)*

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 Degree, or professional qualification, which is appropriate to the work. <i>In relation to vocational teaching posts an appropriate qualification in that field will be deemed satisfactory.</i>	✓	
Leadership and management experience ideally in an education or custodial setting.		✓
A Teaching Qualification at L3 and a willingness to work towards a full teaching qualification at L5.*	✓	
Postgraduate and/or relevant professional experience in education		✓
Excellent computer literacy skills including an up to date knowledge of Microsoft Office.	✓	
Highly motivated and setting high standards for self and others	✓	
Experience of or able to demonstrate the ability to motivate and lead others through exceptional interpersonal and communication skills	✓	
Knowledge and experience of managing contracted delivery or project management and business planning		✓
Excellent organisational and time management skills	✓	
Knowledge of awarding body requirements for External verification and experience of quality assurance procedures.		✓
Knowledge of self- assessment processes in education and quality improvement including a proactive and innovative approach to curriculum design		✓
Excellent partnership working skills	✓	

* All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the Prison Education Framework (PEF) a L5 teaching qualification within the first 2 years of service.

The successful candidate will be required to obtain the appropriate prison clearance before starting the role and maintain this throughout employment.