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| **Job Title: CURRICULUM MANAGER** |
| **Reporting To: Assistant Principal** |
| **Job Purpose**  To provide professional support in all aspects of curriculum development and delivery, student support, placement and assessment. This will also include associated organisational, administrative and line management responsibilities.  To provide support to the Assistant Principal, using specialist vocational expertise, in development and overseeing the curriculum area. |
| **Summary of Responsibilities**  The principle accountabilities are divided into Curriculum areas and the Curriculum Manager will provide specialist vocational expertise to support the Assistant Principal in the following areas:   * Development of new areas of curriculum * Curriculum planning, including timetabling * Performance monitoring of provision * Embedding of best practice with regard to E&D, Health & Safety and safeguarding in the curriculum * Dealing with student related matters, including tracking of students at risk * Student disciplinary matters * Consideration of learning feedback * Co-ordination of events and competitions * Mentoring and support for new staff * Standards monitoring, including EV, Lead IV, IV tracking and dealing with any issues that arise * Development of risk assessments and consideration of resource requirements * External liaison as appropriate to the curriculum area     The duties and responsibilities of a Curriculum Manager are inherently of a professional nature and are wide ranging. They include, but are not restricted to the following:-   1. Develop and deliver appropriate teaching and assessment methods including, resource based learning materials. Prepare students for and carry out assessments against programme objectives. 2. Monitor attendance of students including completion of registers, withdrawal and transfer forms. 3. Participate in course review and evaluation procedures to modify and develop programmes accordingly. This will include student, employer and staff perceptions. 4. Staff development/research work including the conduct of and participation in staff appraisal and in-service training based on an assessment of individual service needs. Contribute to the mentoring system for new programme staff and colleagues as appropriate. 5. Prepare for and participate in appropriate College Events (these may include Open Evenings, Parent’s Evenings, enrolment events) 6. To support College policies, procedures and quality assurance systems. To conduct aspects of all duties and responsibilities in line with the Corporation’s Health & Safety Policy in the interests of themselves, other colleagues and students.   Individual responsibilities selected from the following points will be discussed and agreed with the Line Manager as part of the appraisal/probation process:   * 1. Co-ordinate the delivery and structure of a particular programme including additional qualifications to the main programme. Co-ordination includes the planning, designing of activities, assessment opportunities and appropriate documents to record all processes throughout the programme, including annual review and liaison with college examinations section.   2. Undertake and/or co-ordinate the Internal Verification / Standards Moderation / Cross Marking.   3. Liaise with, plan for, participate in and follow up issues from the External Agencies visits (this may include Verifiers, OFSTED etc) and follow appropriate Quality Assurance Systems.   4. Respond to student data requests.   5. Conduct Tutorials to monitor student progress and provide student guidance and welfare referrals.   6. Identify, deliver where appropriate, monitor and record all aspects of additional support, in conjunction with the Additional Support Team.   7. Participate in, or lead where appropriate, team/ committee meetings and course management duties. This will include the completion and maintenance of minutes and appropriate records.   8. Provide information for marketing materials, e.g. leaflets, flyers etc, displays and events.   9. Liaise with student admissions to organise and conduct student interviews.   10. Communicate with external agencies providing information on progress of students.   11. Co-ordinate the selection of students for awards.   12. Respond to enquiries, compliments and complaints regarding the Programme.   **Teaching Commitments**  The post-holder will be required to develop and deliver appropriate teaching and assessment methods. The Curriculum Manager will undertake appraisals and have co-ordinating activities relating to both the Curriculum area and cross college tasks.  The Curriculum areas are of differing sizes and therefore the maximum teaching load will be 100 hours. The precise teaching load for each area will be reviewed annually and more often if significant change occurs. |
| **Corporate Responsibilities**   * To participate in the Duty Manager on-call rota. * Ensure the safeguarding of all students within the Curriculum area. * To represent the college as necessary at national and local levels to ensure the effective promotion of the college * To perform such other reasonable duties commensurate with the grade of the post as required by the Principal and Chief Executive. |
| **Equal Opportunities**   * To actively promote equality and diversity, tackle bullying and discrimination and narrow any achievement gaps. * To comply with all college policies and procedures in particular those relating to Finance, Personnel, Health and Safety and Equality and Diversity |

**PERSON SPECIFICATION**

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|  | **Essential** | **Desirable** |
| **Teaching Qualifications:** | Teaching qualification | A1 and V1 Awards |
| **Academic Qualifications** | NVQ level 4, Degree in relevant discipline or equivalent professional qualification.  Level 2 English and Maths | Higher Degree in relevant discipline.  Management qualification. |
| **Teaching Experience** | The ability to teach and develop a range of programmes within a College environment.  The ability to manage a programme of study and possess effective organisational and administration skills to maintain recording documentation.  The ability to motivate and stimulate students to achieve their qualifications.  Provide pastoral guidance. | Teaching experience across a range of levels.  Experience of NVQ /  GNVQ.  Experience of participating in educational / professional programme development. |
| **Work Experience:** | Industry related experience in relevant discipline  IT literate. | Management experience. |
| **Special Aptitudes:** | The ability to:   * communicate effectively. * enjoy a climate of change. * relate to a very wide range of people including liaising with external agents. * Commitment to safeguarding children. * Health & Safety knowledge and understanding   Committed, hard working, supportive, flexible, team worker, with an ability to lead a team.  Alertness to new and potential opportunities for development.  Have an awareness of and promote equal opportunities within the College environment. |  |