



# Curriculum Officer

## JOB DESCRIPTION

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## ABOUT CATS College CAMBRIDGE and CSVPA

CATS College and CSVPA offers an outstanding international pre-university educational experience to students aged 14+ from all over the world. CATS students live and work at the custom built Cambridge campus, studying for GCSEs, A levels and University Foundation Programmes, and preparing for admission to universities across the country and elsewhere. CSVPA students study in buildings in the heart of the City of Cambridge on courses ranges from Pre-Foundation to Masters Levels. We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

## OVERVIEW OF THE JOB

With direction from the Assistant Principal (Academic), the Curriculum Officer will be responsible for the construction and maintenance of the college timetable, to include planning and responsive adaptation for the effective utilisation of College resources. The Curriculum Officer also administers and monitors the use of all college rooms, the academic reporting process, the generation of curriculum data & curriculum related KPI's and is actively involved in the development of IT systems and promoting best practice across the College.

## REPORTS TO

You will be directly responsible to the Assistant Principal (Academic).

## MAIN RESPONSIBILITIES OF THE JOB

The following gives a guide to the main tasks and the scope of the role. These aren't exhaustive, and may vary where necessary to suit the skill set of the post holder and the needs of the College.

- Working with the Principal, Vice Principal and the Assistant Principal (Academic) to create and maintain the timetable for staff and students, rooms, classes, subjects and scheduled activities using Unit-E/Magellan. This will include:
  - Collating and inputting students subject choices pre arrival from Central Admissions and post arrival following academic counselling interviews
  - Produce staffing models for each intake point to identify class and staffing requirements
  - Assessing and monitoring trends in subject choices to identify required teaching staff
- Liaise with the Principal, Vice Principal and the Assistant Principal (Academic) to ensure teachers are recruited in good time
- Creating and scheduling classes, allocating and changing staff and appropriate rooms to maintain efficient use of resources
- Implementing changes to the timetable throughout the year
- Communicating changes with all parties involved
- Maintaining flexibility in the timetable to accommodate change
- Closing classes and completing student enrolments at the end of the term/year
- Ensuring all High School Term students follow their compulsory programmes as set by their home schools
- Assess and evaluate the effectiveness of the timetable on a yearly basis and suggest improvements/changes based on subject choices trends & patterns and projected intake figures
- Maintaining accurate student enrolments on UNIT-e pre and post arrival, pertaining to classes, subjects and scheduled activities including one to one sessions, revision, resit and surgery classes and additional learning support



- Monitoring average class sizes and tutor utilisation statistics and making changes as necessary to ensure effective use of resources
- Informing Finance of any requests for privately paid lessons and ensuring payment is made before lessons commence
- Scheduling cover timetables for each term to identify cover teachers for each teaching period
- Arranging cover for absence staff to include:
- Sending cover requests for planned and on the day cover
- Printing cover work
- Recording the absent staff and cover lessons taken
- Working with the Attendance Manager to maintain accuracy in student attendance data for all lessons
- Managing the process of producing academic reports each half term
- Setting up the report templates for each reporting period
- Create report cycles in advance of the required input date
- Setting authors/approvers for reports and excluding reports which are not required
- Ensure all deadlines are publicised and met according to the academic calendar
- Running a 20% check on the quality of both academic and personal tutor reports
- Prepare and dispatch the academic reports to parents/agents
- Creating internal assessment report cycles for data capture
- Provide Curriculum data, KPI's & reports for the Principal, Vice Principal and the Assistant Principal (Academic) when requested
- Act as part of the IT Development User Group and Steering Groups for CATS Colleges to create and maintain a cohesive forward programme of development work to promote and enhance the strategic use of IT systems.
- To check and respond to the curriculum, attendance and exams email accounts
- Checking on room availability and making one-off room-bookings for staff
- To provide general assistance including, where necessary support for other members of staff as the college requires, e.g. reception cover
- Covering for Attendance & Data Manager and Examinations Officer during staff absence.

### As part of your wider role within the College, you will also:

- Work as part of the wider team to support other people at busy times
- Support the College and its leadership
- Continue personal development as agreed
- Engage actively in the performance review process
- Comply with any reasonable request from the Principal to undertake other work
- Promote a positive working experience for everyone
- Help to provide a professional and welcoming environment for all visitors to the College

### ETHICS AND BEHAVIOUR

- You will maintain standards of ethics and behaviour in and out of College. In particular:
- Treat students with dignity, building relationships rooted in mutual respect;
- Have regard for the need to safeguard students' well-being;
- Show tolerance of and respect for the rights of others;
- Maintain high standards of attendance and punctuality;
- Help to create and maintain a safe working environment for everyone;



- Understand and act within the relevant College, national and statutory frameworks;
- Develop and maintain a full understanding of current child protection procedures.

## PERSON SPECIFICATION

**The job requires that you are:**

- Evidence of continuing commitment to self-development
- PC and IT literate including data entry
- Ability to gather and analyse data in an accurate and organised manner
- Pro-active approach
- Highly organised
- Able to meet continual deadlines
- Critical thinking skills
- Energetic and enthusiastic
- Willingness to learn and acquire new skills
- Demonstrates understanding and commitment to supporting the College to meet its targets for success
- Evidence of problem-solving decision making skills
- A professional and supportive team player who enjoys effective collaboration with colleagues
- Good team player, but also to work autonomously
- Good interpersonal skills, both verbal and written
- Willingness to accept additional responsibilities
- Mature and rational approach
- Neat, well-groomed and well-presented
- Clarity of speech
- A skilled communicator
- Presentation skills
- Good health record
- Punctual time keeper
- Ability to work core hours of college
- Flexibility for cover
- Willing to play a part in the wider life of the College community

## CARE (CUSTOMER FIRST) PRINCIPLES

Everyone who is part of the CATS College and CSVPA community is expected to CARE. This means that we:

### **Commit**

- Go the extra mile
- Follow-up & follow through

### **Act**

- Take ownership
- Look for a solution

### **Respond**

- Address issues positively
- Communicate proactively

### **Empathise**



- Are active listeners
- Are respectful and value students, parents and other customers

## About CEG

Cambridge Education Group (CEG). CEG is a leading provider of pre-university academic courses and English language courses in the UK. We provide programmes including A Level, IB and University Foundation, as well as English Language Study, to a growing number of international students seeking to win places at UK universities.

We operate a number of different educational brands: CATS Colleges in Cambridge, Canterbury and London; CATS Academy in Boston; CSVPA; On Campus programmes at universities in the USA and Europe; and Stafford House English language schools and study holidays. We benefit from being part of a global team focused on teaching and learning.

## And finally

CEG is committed to safeguarding and promoting the welfare of children and young people and expect everyone connected with the College/s to share this commitment.

