

## JOB DESCRIPTION

### JOB IDENTIFICATION

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| <b>Job Title:</b>      | <b>Head of Curriculum: Young Professionals Academy</b> |
| <b>Responsible To:</b> | <b>Head of College</b>                                 |
| <b>Department</b>      | <b>Young Professionals Academy</b>                     |
| <b>Salary Grade:</b>   | <b>Grade H</b>   |

### JOB ROLE

The Head of Curriculum at the Young Professionals Academy is responsible for providing management and leadership responsibilities for the academy's curriculum, including T-Levels. This role is crucial in developing and enhancing the academy's reputation, increasing student enrolment, and strengthening ties with the local community and industry partners.

The key responsibilities of the role are:

- Curriculum Development and Industry Alignment
- Partnership Engagement and Co-Designing Curriculum
- Quality Assurance and Compliance
- Faculty Management and Development
- Student Success and Well-being
- Academy Promotion and External Relations

### KEY DUTIES

| No | Description of Duties   |
|----|---|
| 1  | Elevate the profile of the Young Professionals Academy both internally and externally. By raising awareness and garner support for the academy's mission and objectives among stakeholders, including parents, community members, and industry partners |
| 2  | Develop and implement a comprehensive curriculum that meets industry standards and requirements, with a focus on T-Levels   |
| 3  | Conduct regular reviews and updates to the curriculum to incorporate industry trends, emerging technologies, and best practices   |
| 4  | Forge strong partnerships with employers to co-design the curriculum, ensuring relevance and alignment with industry needs  |
| 5  | Represent the academy at external events, conferences, and forums to promote its programme and achievements   |
| 6  | Lead and manage the academy, which includes managing curriculum staff, staff and student recruitment, staff appraisals, probation and continuous professional development, curriculum planning and timetabling  |

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| 7  | Monitor student progress, achievement, and well-being, implementing strategies to support their academic and personal growth and ensure a high-quality of education for the students |
| 8  | Collaborate with student support services to ensure a holistic approach to student development   |
| 9  | Implement robust quality assurance measures, including lesson observations, student progress reviews, and curriculum evaluations   |
| 10 | To assist with all other duties needed within the college and department, including enrolment and recruitment duties   |
| 11 | To attend and lead departmental meetings regularly and offer updates of the work undertaken with statements or judgements on the impact of this work                                 |

## Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

# PERSON SPECIFICATION

| Job Title: Head of Curriculum- Young Professionals Academy   |           |           |
|--|-----------|-----------|
| Candidates will be assessed for shortlist and interviewed against the following criteria.  |           |           |
| Shortlisting Criteria  | Essential | Desirable |
| <b>1. Qualifications and Experience</b>  |           |           |
| 1.1 A relevant degree and teaching qualification (e.g., PGCE, Certificate in Education)  | ✓         |           |
| 1.2 Proven track record of outstanding teaching with evidence of high success rates, pass rates, and added value in own subject area | ✓         |           |
| 1.3. Demonstrable experience in leading teams and managing staff   | ✓         |           |
| 1.4 Strong knowledge of curriculum changes, industry trends, and the Ofsted framework  | ✓         |           |
| 1.5 Excellent communication, interpersonal, and leadership skills  | ✓         |           |
| 1.6 Experience in leading teams and initiatives  | ✓         |           |
| 1.7 Experience in working with awarding bodies   | ✓         |           |
| 1.8 Experience in working with employers to support curriculum development   |           | ✓         |
| <b>2. Skills/Abilities</b>   |           |           |
| 2.1 Ability to monitor student success and well-being, provide support and advice to students  | ✓         |           |
| 2.2 Proven ability to develop innovative teaching and learning techniques  | ✓         |           |
| 2.3 Skills in partnership engagement and co-designing curriculum with employers to enhance student employability                     |           | ✓         |
| 2.4 Skills in raising the academy's profile, enhancing its reputation, and strengthening ties with the local community and industry  |           | ✓         |
| <b>3. Other Requirements</b>   |           |           |
| 3.1 Familiarity with the T-Levels and the ability to drive new technical qualifications with stakeholders                            |           | ✓         |
| 3.2 Genuine understanding of a commitment to Equal Opportunities in practice   | ✓         |           |