

JOB DESCRIPTION

JOB TITLE: Curriculum Leader - Animal and Equine

REPORTS TO: Curriculum & Learning Manager

OVERALL PURPOSE OF JOB:

To co-ordinate on a day to day basis the delivery of courses in accordance with the College's overall strategy, including contributing towards the development of new and existing provision, improving the effective use of resources and the achievement of Further Education (FE) and Higher Education (HE) outcomes, and establishing effective relationships within teams and with the industry. This curriculum leader position will work across both animal and equine provisions.

Bishop Burton College includes the Riseholme College & Showground campuses and the postholder will be required to carry out duties at any of these campuses.

The following list of duties and responsibilities is not meant to be exclusive. It should be taken as an indicator of the type and level of activity expected of this post. The list does not represent either priorities or frequency of tasks and should be regularly updated by the post holder in consultation with and agreement of their line manager.

MAIN DUTIES & RESPONSIBILITIES:

1. Deputise for the Curriculum and Learning Manager when appropriate.
2. Effectively disseminate information to staff and ensure the effectiveness of College communication systems within the team including sessional lecturers and tutors.
3. Coordinate the activities of lecturers and course teams to ensure effective organisation and delivery of teaching and learning to include the updating of timetables on a daily basis.
4. Contribute to staff development initiatives and opportunities including performance management processes.
5. Support the Curriculum and Learning Manager by ensuring the timely completion of Performance & Development Reviews and Lesson Observations for all staff.
6. Ensure the implementation of all college policies and procedures within the curriculum area including health and safety and equal opportunity policies and procedures.
7. Contribute to continuous quality improvements in teaching and learning including recruitment, attendance and success rates.
8. Advise the Curriculum and Learning Manager on the identification and prioritisation of curriculum resources to meet students' needs.
9. Co-ordinate a schedule of student visits including the visits approval documentation and timetable accordingly.
10. Keep up to date with academic/vocational subjects, develop and maintain links with industry, curriculum development, and assessment requirements relevant to the curriculum area.

11. Co-ordinate internal/external verification/examination in liaison with the line manager, ensuring that innovative curricular assessment methods are used to meet the requirements of validating bodies.
12. Work with Course Managers to ensure curriculum files and records are maintained to include high quality schemes of work, lesson plans, assessment schedules, action plans and student progress to date.
13. Ensure Course Managers record in an accurate and timely manner data and information – including Pro-Monitor and registers
14. Ensure ownership at course team level of Functional and GCSE delivery, leading to successful student achievement.
15. Contribute to the organisation of College events e.g., open days, parents' evenings, careers evenings, exhibitions, enrolment and advice sessions at various locations.
16. Contribute towards the marketing of programmes.
17. Ensure that all students have clear progression plans in place, including internal progression to FE and HE, through working closely with Student Services.
18. Undertake the role of Course Manager and work with teams responsible for effective management of learning programmes.
19. Undertake research, continuous professional development and other forms of scholarly activity as required
20. Establish and maintain effective contact with the industry to the benefit of the College and its students.
21. Have a 0.5 allocation of teaching contact (420 annualised hours) across both animal and equine subjects.
22. Act as Teaching Learning and Assessment champion for designated areas.
23. Lead on student feedback mechanisms including forums and surveys.
24. Take part in College wide events and open days some of which take place during the evening and at weekends.

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff therefore have a responsibility to promote and safeguard the welfare of children, young people and vulnerable adults in accordance with the nature of this post. A Disclosure and Barring Service check is carried out for all relevant appointments.

PERSON SPECIFICATION

	Essential	Desirable	How identified
Experience	<p>Animal or Equine industry experience</p> <p>Minimum of 3 years teaching and course management experience in animal or equine subjects in an education setting</p> <p>Evidence of successful curriculum delivery /innovation</p> <p>Evidence of continuous professional development</p> <p>Experience of quality assurance processes</p>	<p>Animal and equine industry experience</p> <p>Acting as a coach, mentor or advanced practitioner to support and develop peers</p> <p>Supervision or line management of staff</p> <p>Proven experience of successful team leadership</p>	<p>Application Interview References</p>
Qualification / Training	<p>Degree or equivalent in a relevant subject area (Animal or Equine)</p> <p>Level 5 Teaching qualification</p> <p>Current driving licence</p> <p>GCSE Maths and English (Or equivalent)</p>	<p>MSc (Animal or Equine Related)</p> <p>Animal and equine qualifications (Level 3 or above)</p> <p>BHSAI or above</p> <p>Level 4/5 management qualification</p>	<p>Application Certificates</p>
Special Knowledge	<p>Thorough current knowledge of issues within FE/HE</p> <p>A thorough understanding of quality assurance processes</p> <p>Child Protection Issues</p>	<p>Knowledge of current education development and implications for raising the achievement of students in the curriculum area</p> <p>Developing positive student experiences in education</p>	<p>Interview</p>
Skills	<p>Able to form and maintain appropriate relationships and personal boundaries with young people</p> <p>Proven ability to work under pressure and to meet deadlines/targets</p> <p>A team player and team leader</p>	<p>Build relationships between school providers to support growth</p>	<p>Interview References</p>

	<p>Proven successful teaching skills</p> <p>Proven coaching and mentoring skills</p> <p>Excellent organisational skills</p> <p>Good communication skills</p> <p>Computer literate</p>		
Disposition	<p>Motivation to work with children and young people</p> <p>A desire to succeed</p> <p>'Can do' attitude</p> <p>Openness and sincerity</p> <p>Enthusiasm</p> <p>Good judgement</p>	<p>Emotional resilience in working with challenging behaviours and appropriate attitudes to use of authority and maintaining discipline</p>	<p>Interview</p> <p>References</p>
Other	<p>Fit for the duties of the post</p> <p>DBS check carried out on appointment</p>		<p>Medical Report</p> <p>DBS application made by College for successful candidate</p>
Special Interests	<p>A commitment to equality and diversity</p>		<p>Interview</p>