

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Curriculum Lead - Travel, Aviation and Hospitality
Responsible To:	Head of Section
Department:	
Salary Grade:	Grade G

JOB ROLE

To act as subject lead and coordinate the work of a curriculum team whilst assisting the Head of Section. To support the Head of Section in operational staffing eg reporting staff absence and obtaining cover in the absence of the HoS. To ensure robust monitoring of learner progress.

KEY DUTIES

No	Description of Duties
1	Further develop curriculum programme and work with Head of Section to bring about improvements and pass rates.
2	Support the Head of Section in operational staffing to include reporting staff absence and obtaining cover
3	Undertake an agreed teaching load (usually 750 hours per annum)
4	Support curriculum teams in development of schemes of work and to lead on this for specified subject areas
5	Ensure that awards are claimed in specified areas in a timely manner
6	Act as liaison with awarding body and external verifiers
7	Ensure effective delivery of study programmes including English, Maths and work experience
8	Ensure an effective link with the examinations team and that all associated processes work smoothly within the designated area
9	To monitor and ensure progression of learners including use of college systems i.e E Tracker and VLE
10	Lead and support on the Internal Verification process as necessary

11	Ensure that the College values and code of conduct are promoted to students and are consistently applied with appropriate application of praise, guidance or disciplinary procedures as needed
12	Support the learning area for College Open Days, School Liaison and Marketing Events
13	In conjunction with other College Managers, organise and participate in the learner recruitment process, the induction of learners and ensure there is effective support for learners on programmes
14	Undertake appropriate in-service training when required to do so.
15	Ensure a high level of confidentiality at all times.
16	Support fully at all times the College's aims and objectives.

Standard Clauses - all Job Descriptions

- To comply with the College's policies and procedures
- To comply with Sandwell 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: Curriculum Leader

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	A degree and/or appropriate professional qualification relevant to the department	X	
1.2	Certificate in Education or Level 5 Teaching Qualification	X	
2. Experience			
2.1	Teaching experience	X	
2.2	Relevant experience in vocational learning	X	
2.3	Working effectively within diverse teams across college	X	
2.4	Proven experience in planning and development of the student learning experience	X	
2.5	Relevant work experience in industry/commerce	X	
2.6	Recent knowledge of curriculum developments in FE	X	
3. Skills/Abilities			
3.1	The ability to analyse and interpret data and track learners	X	
3.2	Able to effectively organise, structure and deliver to students of all levels and abilities.	X	
3.3	Excellent communication and interpersonal skills	X	
3.4	Should have a good understanding of career and curriculum pathways for learners in related subjects	X	
3.5	Able to use flexible and innovative methods of delivery as required		X
3.6	Ability to deal with problems and troubleshoot where required	X	
4 Special Requirements			
4.1	Enthusiasm and able to promote a positive image of the College	X	
4.2	Supportive and encouraging with a can do approach	X	