

JOB DESCRIPTION

JOB TITLE: Curriculum Area Manager - Engineering

ROLE OVERVIEW

Job Title: Curriculum Area Manager

Grade: Curriculum Area Manager

Faculty: Engineering, Aerospace and Automotive

Location: on site Exeter

Responsible to: Head of Faculty,
Deputy Vice Principal

Key Role Objectives

To manage all aspects of learning within your curriculum area(s), manage the staffing and curriculum while pro-actively engaging in all elements of quality assurance.

Ensure your team provides an outstanding learner experience through high quality teaching, training, reviewing and assessing of learners. Enable learners to both maximise their potential and succeed in their goals.

To undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which the college is subject, and

- with full regard for the college's equality, diversity and health and safety requirements;
- to achieve individual and team targets assigned through the college's annual planning and staff performance review processes;
- within the approved income and expenditure budgets;
- subject to the college's approved strategies, policies and procedures.

Main Responsibilities

1. To provide effective leadership of highly successful and innovative class based, work based and commercial learning provision, promoting excellence in the user experience.
2. To work with learners to facilitate their personal, social, emotional and educational well-being.
3. To co-ordinate the timely achievement of all learners within the curriculum area.
4. To lead, develop and manage the professional studies provision to deliver a balanced curriculum which aligns with the College's curriculum strategy.
5. To ensure the smooth day to day running of the Curriculum.

1. Management Responsibilities:

- 1.1 To provide leadership and management, ensuring effective recruitment, induction and development of all staff.
- 1.2 To provide effective line management of staff through performance management, PPRs, observations, supervision and professional development.

- 1.3 To lead, develop and participate in any in house training or external training provision.
- 1.4 To develop a culture within the provision of professionalism, creativity and joint working to ensure the achievement of agreed outcomes.
- 1.5 To have quality assurance systems and processes in place to ensure high quality provision and standards of education and learning.
- 1.6 To manage, implement, maintain and review centre policies and procedures.
- 1.7 To manage, develop and coordinate effective systems of communication internally and externally including, key stakeholders.
- 1.8 To provide effective support and guidance to all staff within the professional studies delivery team.
- 1.9 To produce appropriate reports as and when required.

2. Teaching, Learning and Assessment:

- 2.1 Co-ordinate the interviewing, enrolment and induction of learners.
- 2.2 Provide teaching learning and assessment whether in a classroom, a workshop, an employer's location or other work environment.
- 2.3 Prepare schemes of work, lesson assessment and IV plans.
- 2.4 Coordinate and prepare for EV visits, IQA and end point assessments.
- 2.5 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
- 2.6 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 2.7 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 2.8 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 2.9 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 2.10 Participate in appropriate quality assurance procedures.
- 2.11 Prepare learners for a range of accreditation and assessments.
- 2.12 Maintain accurate and detailed student records including the writing of reports and references.
- 2.13 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 2.14 To track the progression of learners, including workplace reviews/industry placement activity, to ensure timely achievement.
- 2.15 Provide specialist advice to learners and organisations regarding vocational and work-based qualifications, delivery and progression options.
- 2.16 Participate in open evenings, recruitment, conferences and other marketing events.

3. Resources:

3.1 Ensure resources meet the requirements of the awarding bodies.

3.2 Manage the replacement and updating of resources.

3.3 Ensure resources are effectively planned in advance of implementation of any new programmes.

4. Additional Duties:

4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

4.2 Be responsible for safeguarding and promoting the welfare of students.

4.3 Undertake such additional duties as may be reasonable required commensurate with the level of responsibility within the College at any of the College's sites or place of work.

4.4 Promote and conduct your professional duties and responsibilities within the parameters of the colleges agreed values and aims.

4.5 Teaching hours and area(s) of responsibility will be reviewed and set annually by the Head of Faculty in line with business requirements for that Academic year.

5. Mandatory Duties:

5.1 Responsibility for safeguarding and promoting the welfare of children and vulnerable adults in college.

5.2 Commitment to equal opportunities.

5.3 Commitment to British Values and the Prevent Agenda.

This job description is current at the review date. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

Person Specification

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Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Significant experience of successfully leading a curriculum team (A/I)
- Significant industry experience within the curriculum area (A/I)
- Experience of achieving targets (A/I)
- Experience of teaching or assessing within the Engineering curriculum area (A)
- Experience of implementing quality assurance systems (A)
- Experience of collating and interpreting data and providing reports (A/I)

Desirable Criteria

- Experience of managing a team (A/I)
- Experience of delivering a high-quality product and service to employers and organisations (A/I)

Skills and Abilities

Essential Criteria:

- Excellent verbal and written communication skills (A/I)
- Ability to prioritise work effectively and efficiently and meet deadlines (I)
- Ability to engage with learners, staff and employers (A/I)
- Accuracy and attention to detail (A/I)
- Driving licence held for 2 years with no more than 6 points (A)
- IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point) (A/I)
- Ability to manage a team including coaching, developing and managing performance (A/I)

Personal Qualities

Essential Criteria:

- Commitment to outstanding learner success (A/I)
- Honesty and integrity (A/I)
- Robust personality (A/I)

- Team player (A/I)
- Empathetic (A/I)
- Proactive and led by example (A/I)

Qualifications

Essential Criteria:

- A relevant vocational qualification at Level 3 or above in Engineering (A)
- GCSE English and Maths at Grade C or 4 and above or equivalent (A)
- Commitment to achieve Cert Ed within 3 academic years of joining the College (A/I)
- Willingness to work towards and achieve TAQA (A1 and V1 or equivalent) (A/I)

Desirable Criteria

- Teaching qualification (DTLLS/ Cert Ed / PGCE) (A)
- TAQA (A1 or V1 or equivalent) or willingness to work towards and achieve (A)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)
- Commitment to British Values and the Prevent Agenda (I)

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.