

## Job Description: Curriculum Leader - Motor Engineering

### Role Specific

1. Lead the Motor Engineering curriculum team and work alongside the Head of Division to ensure the division's teaching, learning and assessment are of outstanding quality
2. Take responsibility for achieving the section's targets in retention, attendance, achievements, high grades, added value and student satisfaction
3. Support the Head of Division in the management of resources
4. Lead the curriculum teams in responding effectively to curriculum developments
5. Ensure professional development activities are appropriately planned for the team and the individuals within the team
6. Conduct staff reviews and learning walk activities
7. Hold regular curriculum team meetings and ensure effective communication across College
8. Be up to date, plan and prepare high quality teaching, as required by your Line Manager, to the appropriate number of hours (120 hrs per annum remission)
9. Develop and share resources for the course/subject including maintaining effective links across College for resources
10. Maintain comprehensive, up to date, student/course/subject records and provide information, as requested
11. Be responsible for the appropriate administration of exam entries for the course/subject and liaise with external awarding bodies, as appropriate
12. Liaise directly with external awarding bodies, as appropriate, regarding Quality Visits, exams and CPD
13. Ensure close liaison and good communications with other staff in matters concerning students
14. Use College systems to track and communicate student progress in a timely manner
15. Act as a Personal Tutor, if required
16. Value and support students to achieve their full potential
17. Effectively manage the behaviour of students
18. Engage in curriculum development and planning activities, individually and as a team
19. Participate in standardisation/verification and moderation, as required
20. Ensure provision is aligned with internal and external partners to ensure best practice Take responsibility as required for the development of a relevant curriculum area
21. Positively represent the College both internally and externally at all times

### College Responsibilities

1. Share the College's Vision, Mission, Values, Behaviours and communicate them effectively
2. Participate in Staff Review and Professional Development activities and be actively involved in the College's culture of high expectation
3. Value diversity and promote equality
4. Engage in marketing activities and liaison with employers and the wider community in line with College strategies
5. Contribute to cross-college events
6. Adhere to College policies and procedures including health and safety
7. Ensure good communication at all levels
8. Be responsible for safeguarding and promoting the welfare of children, young people and/or vulnerable adults
9. Any other duties that the Principal considers appropriate

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Person Specification	CL - Motor Engineering
Qualifications and Attainments	Essential / Desirable
Relevant industry / professional qualifications	Essential
Recognised teaching qualification or a willingness to achieve this within three years of appointment	Essential
A degree level qualification in a relevant subject	Desirable
Training, Experience and Knowledge	
Successful teaching experience in a relevant subject area	Essential
Knowledge of and proven ability to lead the curriculum successfully	Essential
Knowledge of and proven ability to deliver the curriculum successfully	Essential
Demonstrate a student-centred approach to teaching and learning	Essential
Experience of providing an outstanding teaching, learning and assessment experience	Essential
Share best practice with other partners/organisations	Essential
Ability to assess and implement staff development requirement	Essential
Experience of working within a performance management framework	Essential
Recent commercial/industrial experience	Essential
Personal Skills and Attitudes	
Have a highly responsive, flexible and adaptable attitude	Essential
Display initiative, be positive and enthusiastic	Essential
Exceptional organisation skills	Essential
Excellent IT skills	Essential
Demonstrate a commitment to equality and diversity, customer service and quality assurance	Essential
Possess excellent communications skills	Essential
Be a team player and have the ability to lead a team	Essential
A driving licence and a vehicle insures for business use (or equivalent mobility)	Essential
Demonstrate a commitment to the process of continuous review and improvement	Essential
Ability to develop and promote relevant curriculum effectively	Essential
Suitability to work with children young people and/or vulnerable adults	Essential
Ability to use ILT in classroom delivery including interactive whiteboard technology	Essential
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	Essential

