

JOB DESCRIPTION

POST TITLE: Senior Curriculum Manager
REPORTS TO: Director of Curriculum and Community Engagement

Context and Main Purpose of the Job:

The post holder will be managing two merged prominent curriculum areas (Art & Media plus Hair & Beauty) with circa 350 students and will line manage a substantial team of staff as well as oversee the operation of a client facing salon.

Reporting to the Director, the post holder will make a major contribution to improving the success rates, student experience and self-assessment grades of the newly combined area towards outstanding.

1. Key Accountabilities

- To lead curriculum areas within the Directorate.
- To contribute to the curriculum leadership of the whole Directorate.
- To lead innovation and change in the new curriculum area, especially around digital developments and Apprenticeships
- To initiate and maintain internal and external relationships to develop and expand the curriculum, including the Digital and Creative Career College and other initiatives (as relevant)
- To manage the performance of staff across the curriculum areas.
- To contribute to the Directorate's strategic plan and forecasts.
- To play a full part in management meetings.
- To effectively monitor delivery of courses and support for students.
- To ensure a high quality of curriculum delivery using College quality systems.
- To work proactively to ensure continuous improvement in student attendance, retention and achievement.
- To oversee course co-ordination within curriculum areas.
- To play a full part as a member of College working groups, as appropriate.

2. Duties within Curriculum Area/Initiative

Academic Leadership

- To lead, initiate and oversee curriculum development within area and cross College.
- To lead and develop flexible, student-centred approaches in the delivery of the curriculum supported by Learning & Innovation Champions
- To ensure the development of new teaching strategies facilitating active learning opportunities for students alongside LICs
- To ensure targets are agreed, monitored and met or exceeded within the curriculum areas.
- To ensure that a curriculum area operates within the requirements of curriculum assessment and examination regulations and in accordance with College policies.

Management of Staff

- To manage, appraise and observe staff within curriculum areas.
- To contribute to the recruitment, induction and mentoring of staff within curriculum areas.
- To oversee assessment and moderation activities.
- To lead and promote effective Risk Management (including Health & Safety).
- To contribute to the identification, action and monitoring of staff development needs.
- To monitor staff absences and arrange cover where necessary.

Student Management

- To promote the holistic treatment and support of students.
- To lead on the recruitment, induction and assessment of students.
- To lead on the target setting for recruitment and success rates and predicted retention and achievement.
- To monitor the target setting process for students using Promonitor
- To ensure the academic progress of students within curriculum areas is monitored and where necessary appropriate action is taken.
- To participate in the interviewing and timetabling process to ensure that students are suitably coursed to match their aspirations and abilities.

Resource Management

- To promote value-for-money / best value approaches to the use of resources within own and among curriculum areas.

Quality

- To oversee the internal verification/moderation processes ensuring assessment and IV plans are in place, appropriate and carried out in a timely fashion and correctly documented and recorded.
- To lead and promote quality improvement.
- To ensure College Quality Policy and Procedures are effectively implemented.
- To contribute to the College self-assessment process by undertaking with the teams an evaluation of the area at key points in the year.
- Ensure student views are captured and actions are fed back to the students by the course teams.

External

- To identify market needs and stimulate the development of new courses and services to meet these needs.
- To market the Directorate's programmes and support College marketing.
- To develop and maintain appropriate links with employers, community representatives, local high schools and other relevant educational institutions.
- To represent the area/initiative at appropriate meetings and events on behalf of the College.
- To facilitate effective links with parents.

2.1 General Duties

- To teach within a curriculum area within the Directorate To promote the efficiency and effectiveness of the Directorate.
- To work closely with colleagues to promote a corporate approach to the organisation and management of the College.
- To attend conferences and meetings as required from time to time at the College or elsewhere and undertake appropriate staff development.
- To contribute to the management of students throughout the College.
- To act as a duty manager, as required.
- To participate in Open Evenings, Parent/Student Consultation Evenings and other College events.
- To support the College's commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults
- To use information technology where appropriate and demonstrate a commitment to developing own IT and digital literacy skills.
- To promote a positive image of the College in the local community.
- To assist with the promotion, supervision, management and administration of such College activities as may be required from time to time.
- To carry out such other duties as may reasonably be required by the Director of DCCE, Vice Principal or Principal

PERSON SPECIFICATION

Job Title: Senior Curriculum Manager

COMPETENCY	REQUIREMENTS
EXPERIENCE	<ul style="list-style-type: none">• Contribution or understanding of educational management.• Contribution to or led strategic planning processes• Understanding competing demands of different stakeholder groups• Business acumen• Recent experience of improving a curriculum area to good or outstanding and ongoing continuous improvement• Strong experience of managing Creative Arts – Art and/or Media. Experience of managing Hair & Beauty would be an additional advantage.• A successful track record in delivering courses and working with young people as an outstanding teaching and learning practitioner, with the ability to support staff to become outstanding
KNOWLEDGE	<ul style="list-style-type: none">• Understanding of FE sector and curriculum.• Provide academic and curriculum leadership• A strategic awareness of the education and business environment• Good knowledge of the Creative Arts curriculum related to Art and Media, with a relevant degree and teacher training qualification. Knowledge of the Hair & Beauty curriculum would be an additional advantage.• Knowledge of Apprenticeships and their delivery• Understanding of the digital curriculum in Art and Media
LEADERSHIP	<ul style="list-style-type: none">• Principled leadership (integrity and confidence)• Encourage staff to pursue excellence by encouraging delegation, responsiveness, accountability and partnership• Facing complexity, pressure and uncertainty• Passion for education• Solutions focussed.

	<ul style="list-style-type: none"> • Delivers the College strategy • Promotes excellence in areas of teaching and learning, administration and the provision of support services • Addresses challenges and manages change to support College objectives
PEOPLE MANAGEMENT	<ul style="list-style-type: none"> • Understand own and others behaviour • Commitment to the development of staff • Manages individuals effectively to create a high performing team • Provides leadership, direction and evaluation on team and individual objectives • Facilitates training and development to ensure an appropriate skill base within the team • Fosters two-way communication and effective team working
RESOURCE MANAGEMENT	<ul style="list-style-type: none"> • Manages workloads to meet timescales and budgets • Ability to work effectively with teams across two campuses
RESPONSIVENESS	<ul style="list-style-type: none"> • Initiative • Creativity • Openness • Adaptability to change • Flexibility
COMMUNICATION	<ul style="list-style-type: none"> • Communicating with credibility and clarity • Listening skills • Persuasiveness • Excellent written and presentation skills
PLANNING AND ORGANISATION	<ul style="list-style-type: none"> • Plan and organise with clarity and attention to detail • Using initiative to identify areas for improvement/development and implement appropriate action • Good time management and ability to prioritise. • Project management • Creativity

COURAGE	<ul style="list-style-type: none"> • Confronting issues/conflict • Accepting responsibility • Appropriate risk-taking • Conviction and courage
JUDGEMENT	<ul style="list-style-type: none"> • Critical and responsive decision-making • Honesty and integrity • Long term perspective • Open mindedness
ENERGY & DRIVE	<ul style="list-style-type: none"> • Enthusiasm • Assertiveness • Self knowledge • Stress tolerance • Creativity, innovation and original thinking
TEAM PLAY	<ul style="list-style-type: none"> • Corporate contribution • Working with peers
EQUALITY & DIVERSITY	<ul style="list-style-type: none"> • Demonstrates a commitment to and promotes equality and diversity ensuring the College is an inclusive environment in which individuals are respected and unacceptable behaviours are challenged. • Manages self and others in accordance with College policies and contributes to policy development as appropriate.