###### JOB DESCRIPTION

**Job Title:** Curriculum Leader

**Department/Office:** Music and Performing Arts

**Reports to:** Head of Curriculum

**Level/Grade:** AoC Point 37

**Direct Reports:** Lecturers

Summary of Main Purpose of Role:

Provide support to the Head of Curriculum in the management of the section in order to ensure the section performance is aligned to College key performance indicators. Line manage direct reports to ensure high levels of performance within the curriculum area. Support the Head of Curriculum in ensuring the delivery of a high standard of learner experience and is prepared for internal and external scrutiny. Lead the implementation of industry standard and College requirements including quality, finance and health and safety.

As an employee within NCG, all employees are required to promote, uphold and demonstrate through personal example, our values and behaviours.

Key Responsibilities:

1. Support the Head of Curriculum in ensuring effective leadership of aligned provision including, curriculum planning, development and delivery.
2. Support the Head of Curriculum in College business planning and performance monitoring processes to contribute to the School growth and priority areas.
3. Support the Head of Curriculum in liaising with the central Quality unit in all aspects of quality enhancement and self-assessment processes.
4. Monitor provision against key performance indicators and benchmarks implementing improvement plans where necessary.
5. Provide support and supervision for specific curriculum areas, ensuring high quality provision and the maximisation of both physical and human resources.
6. Undertake line management of direct reports, such as programme leaders, lecturers, instructors and technicians ensuring full and effective communication across the Section.
7. Contribute to HR processes such as recruitment and performance management of staff.
8. Deputise for the Head of Curriculum as appropriate.
9. Demonstrate consistently the positive attitudes, values and behaviours of the organisation.
10. Prepare and deliver high quality learning activities that drive learner progress.
11. Design and implement innovative assessment strategies and provide feedback to learners to drive improvement.
12. Work proactively to facilitate recruitment to the curriculum area and programme and ensure the accuracy of public information.

**Standard Responsibilities for all positions in NCG**

1. Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equal opportunities throughout all activities.
4. Undertake any other tasks and responsibilities appropriate to the level of this post.
5. Comply with all NCG policies and procedures
6. NCG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

**Person Specification**

|  |  | **Essential** | **Desirable** | **Method of assessment**  |
| --- | --- | --- | --- | --- |
|  | **Qualifications/ Training** |  |  |
| 1.1 | Qualified to degree level or equivalent in a related subject area.  |  |  |  Application  |
| 1.2 | Qualified teacher status. |  |  |  Application  |
| 1.3 | Evidence of current updating. |  |  | Application /Interview |
| 1.4 | If teaching on a higher education programme (Levels 4, 5, 6 or 7) must have or be actively working towards a qualification one level above. |  |  | Application  |
| 1.5 | Management qualification. |  |  |  Application  |
|  | **Experience** |  |
| 2.1 | Experience of effective people and performance management. |  |  |  Application /Interview |
| 2.2 | Experience of change management and or implementing new initiatives. |  |  |  Application /Interview |
| 2.3 | Experience of building relationships with a range of internal stakeholders and external partners. |  |  | Application /Interview |
| 2.4 | Experience of deploying learning technologies, tracking processes and use of college monitoring systems to support learners to achieve and progress. |  |  |  Application /Interview |
| 2.5 | Experience of curriculum design and innovation, planning, delivering, and assessing. |  |  |  Application /Interview |
| 2.6 | Experience and evidence of improving learner success and progression within education against Ofsted common inspection framework and or HE Quality Code. |  |  | Application /Interview |
|  | **Skills and Knowledge** |  |  |  |
| 3.1 | Ability to manage staff teams and operate at supervisory level to deliver agreed KPIs for aligned provision, whilst ensuring the organisation’s values and behaviours are adopted. |  |  |  Application /Interview |
| 3.2 | Ability to teach consistently to a grade 2 standard or higher. |  |  | Application /Interview |
| 3.3 | Ability to lead curriculum change to support growth and enhance quality and student experience. |  |  |  Application /Interview |
| 3.4 | Strong communication skills, oral and written to ensure effective task management of staff and work flow. |  |  |  Application /Interview |
| 3.5 | Appropriate IT skills to make effective use of College reporting systems to supporting monitoring and enhancing provision. |  |  |  Application /Interview |
| 3.6 | Ability to manage workload of self and direct reports and ability to work to tight timescale. |  |  | Application /Interview |
| 3.7 | Ability to drive staff accountability for students’ attainment, progress and outcomes. |  |  | Application /Interview |
| 3.8 | Excellent administration and organisational skills. |  |  |  Application /Interview |
| 3.9 | Knowledge of national and regional government policy in relation to education and training.  |  |  |  Application /Interview |
| 3.10 | Knowledge of a range of teaching and learning strategies which support learner success, personal effectiveness and confidence building. |  |  |  Application /Interview |
| 3.11 | Understanding of the organisation’s mission, vision and values. |  |  |  Application /Interview |
|  | **Attributes / Other Requirements** |  |  |  |
| 4.1 | Newcastle College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment. |  |  | Application /Interview |
| 4.2 | Reliable and enthusiastic. |  |  | Application /Interview |
| 4.3 | Positive and proactive; flexible; able to show initiative and problem solve. |  |  |  Application /Interview |
| 4.4 | Ability to work flexibly in response to staff, learner and employer demand. |  |  |  Application /Interview |
| 4.5 | Demonstrate our values and behaviours and actively contribute to building the Colleges externally facing reputation. |  |  | Application /Interview |
| 4.6 | Ability to obtain a satisfactory DBS clearance. |  |  | DBS form |