
Curriculum Manager (Digital)

External Vacancy

Post Ref: 6213 Full Time, Permanent. £36,175.93 - £38,376.65 per annum.

Attractive benefits for this post include 46 days' annual leave per year plus bank holidays and the opportunity to join the Teacher Pension Scheme.

An exciting opportunity has arisen for someone who has the vision, expertise and ambition to further develop a careers focused curriculum across all income streams in Digital (Computing, Games Design, Animation & VFX) within Sunderland College and Hartlepool 6th Form College.

The Faculty of Digital, Creative & Business is seeking to appoint an enthusiastic, highly motivated and innovative professional, who strives for excellence at all times; demonstrating a breadth of knowledge and experience from both industry and education, to inform curriculum development, in line with current and future reform. Having a proven track record of success regarding quality, teaching, learning and assessment and a confidence in their ability to create outstanding opportunities for all of our students.

As a strategic priority and growth area, a proactive approach to working in collaboration with key employers to strengthen our reputation across the Digital sector is essential; a focus will be upon provision that is co-designed and co-managed with key stakeholders/employers to support a curriculum fit for the future reflective of the highest industry practice and standards.

The post requires a visionary manager, who is organised, efficient and effective in all aspects of this role. Leading by example and inspiring staff to support an outstanding experience, progress and destination of our students, by setting high expectations of responsibility, accountability and ownership. Role modelling our professional values, leading and managing to inform a culture of excellence is essential.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@educationpartnershipne.ac.uk or call 0191 511 6046 to request an application pack. Please note we will only accept Sunderland College application forms.

All applications must be received by 12 noon on Monday 3rd February 2020.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title:	Curriculum Manager (Digital)
Post Reference:	6213
Reports to	Faculty Director (Digital, Creative & Business)
Department	Computing & Digital
Grade	Points 36-38
Contract	Management
Location	Any College Campus

OVERALL PURPOSE

Leadership and management of the operational aspects of curriculum across the Computing and Digital department.

ROLE PURPOSE

- Leadership and management of curriculum.
- Leadership of teaching, learning and assessment.
- Leadership and Management of team.
- Maintenance of appropriate records and documentation.
- Maintenance of appropriate continuing professional development and general aspects of role.

KEY ACCOUNTABILITIES

Leadership and Management of curriculum

- Undertake all aspects of the operational management of the curriculum area.
- To manage courses efficiently and effectively to deliver agreed targets.
- Manage team's curriculum offer, design, development and review, as per the curriculum planning process.
- Ensure internal and external validation of all proposed curriculum products and delivery model prior to course commencement.
- Implement the College's quality assurance and quality improvement processes and take appropriate action to respond to the outcomes of the curriculum area.

- Produce the self-assessment report and quality improvement plan for the curriculum area.
- Coordinate internal quality assurance of assessment procedures.
- Ensure all awarding organisation requirements and standards are met.
- Liaise with awarding organisations, employers and other external agencies as appropriate.

Leadership of teaching, learning and assessment

- Provide an example of teaching, learning and assessment excellence within the team.
- Promote innovative teaching and learning approaches, and implement the College's teaching and learning strategy
- Lead on the development of engaging and effective schemes of work, assessment plans and other course planning documentation.
- Promote the use of ILT to the team to enhance student learning in and out of the classroom.
- Coordinate provision of relevant learning support.
- Promote appropriate standards of student behaviour and teacher expectations.
- Implement the College's student positive behaviour/disciplinary policy and procedures.
- Deliver teaching, learning and assessment. NB: for this aspect of the CM role refer to the Lecturer job description).

Leadership and Management of team

- Provide an example of academic excellence with the course team.
- Undertake all aspects of line management of the curriculum team, including monitoring and effective performance management.
- Guide staff in the discharge of their curriculum duties across a range of innovative delivery models.
- Manage staff efficiently and effectively to deliver their agreed targets.
- Ensure optimum deployment of staff giving effective and efficient utilisation within the terms of contracts.
- Allocate and monitor staff timetables.
- Ensure provision of effective cover for absent staff.
- Prepare and lead the team for internal and external inspections and quality reviews
- Ensure effective communications across the team, including minuted meetings required by the College.

Maintenance of appropriate records, documentation and targets

- Maintain appropriate records and reports.
- Maintain and provide accurate and timely information in relation to students and the curriculum.
- Ensure accurate and timely registration with awarding organisations for all students.
- Provide and act upon data relating to student and course performance.
- Provide information in response to college routine management requests.
- Identify and address activities which present a risk to the health, safety and safeguarding of students and staff.
- Achievement of appropriate targets agreed with line manager.

Maintenance of appropriate continuing professional development and general aspects of role

- Maintain appropriate continuing professional development.
- Maintain up to date knowledge of awarding organisation developments
- Participate in recruitment (including interviews) and marketing events, and parents' evenings as required.
- Undertake such other duties as are reasonably allocated either permanently or from time to time.
- Work at any of the College sites on a temporary or indefinite basis.
- Ensure compliance with college policies and procedures
- Support newly qualified teachers and student teachers.
- Maintain appropriate professional behaviours and attitudes.

GENERAL

- Travel to other locations to attend meetings and meet with the teams when required.
- To work at any of the College sites on a temporary or indefinite basis.
- To undertake such duties as are reasonably allocated, appropriate to the grade of the post
- To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities with regard to equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation
- Undertake such other duties as may be reasonably required.

PERSON SPECIFICATION – Curriculum Manager (Digital) Reference: 6213	Essential	Desirable	ASSESSMENT METHOD			
			Certificate	Application Documents	Reference	Selection Process
Qualifications						
Minimum of Degree (or equivalent) in a Digital related subject area	★		★	★		
PGCE or relevant teacher training qualification	★		★	★		
Evidence of continuous professional development	★		★	★		
Level 2 qualifications in English and Maths	★		★	★		
Experience						
Recent and relevant experience in Further Education/Higher Education in the following: <ul style="list-style-type: none"> Curriculum development and innovation. Improving the quality of teaching, learning and assessment. Raising standards of student/apprentice experience, progress and destination. Links with industry to inform curriculum development/offer. 	★			★	★	★
Successfully leading and managing a team/curriculum.	★			★	★	★
Experience of working in the Digital sector.	★			★	★	★
Knowledge and understanding of Digital as a skills priority area.	★			★		★
Experience and understanding of the Office for Standards in Education (Ofsted) review methodology for the FE skills sector.	★			★		★
An understanding of Higher Education review.		★		★		★
An understanding of Apprenticeship frameworks and standards.		★		★		★
An outstanding/good teaching and learning practitioner demonstrating positive impact.	★			★	★	★
Experience of effective performance improvement, quality assurance in FE/HE and organisational change to demonstrate positive impact.	★			★	★	★
Experience of effectively managing a budget and meeting financial targets to support efficiency.		★		★		★
Experience of quality assurance including liaising with awarding organisations.	★			★		★
Skills and Understanding						
The ability to inspire and motivate curriculum staff to transform through continued quality improvement and achieve excellence across all areas.	★			★	★	★

PERSON SPECIFICATION – Curriculum Manager (Digital) Reference: 6213	Essential	Desirable	ASSESSMENT METHOD			
			Certificate	Application Documents	Reference	Selection Process
A good understanding of government education policy, its impact and application within the further, higher education and business sector.	★			★	★	★
An up to date knowledge of FE curriculum developments, including the 14-19 and work based/place delivery, technical reforms, funding arrangements and income streams.	★			★	★	★
An up to date knowledge of current developments in Higher Education.		★		★	★	★
A well-developed understanding of the relevant qualification frameworks and accreditation arrangements and the developments in teaching and learning technologies/strategies in FE.	★			★	★	★
An understanding of the need to develop a destination driven Curriculum.	★			★	★	★
Strong leadership and communication skills with a determination to innovate.	★			★	★	★
The ability to set and achieve demanding performance targets and to effectively manage any identified underperformance.	★			★	★	★
Personal Attributes						
Suitable to work with children and young people	★		★ Criminal records check via DBS	★	★	★
A passion for putting students at the heart and for FE, quality improvement and quality of delivery.	★			★	★	★
A high degree of motivation to succeed and to lead the achievement of success.	★			★	★	★
A dedication to ensuring a healthy and safe environment and to equality of opportunity for all students, staff, clients and members of the public.	★			★	★	★
A commitment to continuous personal and institutional improvement and the development of a culture of a high level of professional and personal work standards.	★			★	★	★
A commitment to working in partnership both with internal and external stakeholders and employers	★			★	★	★
To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.	★			★		★
To uphold British Values, the college values and responsibilities with regard to equality and diversity.	★			★		★
To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.	★			★		