



## Job Description

## Curriculum Leader – Preparation for Life

### Role Specific

1. Lead the team delivering Preparation for Life courses as well as have the ability and skill to drive the Curriculum area to meet student need in accordance with local and national priorities
2. Ensure the areas of teaching and learning are of outstanding quality
3. Take responsibility for achieving the section's targets in retention, attendance, achievements, high grades, added value and student satisfaction
4. Ensure professional development activities are appropriately planned for the team
5. Conduct staff reviews, if required
6. Teach up to a maximum of 330 hours annually, modelling outstanding practice
7. Develop and share resources for the course/subject including maintaining effective links across College for resources
8. Deliver enrichment and enhancement activities
9. Undertake required assessment duties in relation to student assignments
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. Ensure close liaison and good communications with other staff in matters concerning students
13. Ensure close liaison with key stakeholders, parents, carers, adult social services etc, where appropriate
14. Use College systems to track and communicate student progress
15. Engage in curriculum development and planning activities, individually and as a team
16. Act as a Personal Tutor, if required
17. Provide duty cover, as required

### 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





| Person Specification   | Curriculum Leader – Preparation for Life |
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|  | Essential / Desirable                    |
| <b>Qualifications and Attainments</b>  |  |
| A GCSE grade C or equivalent qualification in Maths and English                            | Essential                                |
| Relevant degree level or appropriate professional qualification                            | Essential                                |
| Recognised teaching qualification  | Essential                                |
| Recent leadership and management training  | Desirable                                |
| <b>Training, Experience and Knowledge</b>  |  |
| Successful teaching experience in a relevant subject area                                  | Essential                                |
| Ability and skill to successfully drive the overall Curriculum area                        | Essential                                |
| Knowledge of and proven ability to deliver the curriculum successfully                     | Essential                                |
| Demonstrate a student centred approach to teaching   | Essential                                |
| Experience of working within a performance management framework                            | 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 requirements                             | Desirable                                |
| <b>Personal Skills and Attitudes</b>   |  |
| Effective management and delegation skills   | Desirable                                |
| Have a highly responsive, flexible and adaptable attitude                                  | Essential                                |
| Exceptional organisational skills  | Essential                                |
| Display initiative, be positive and enthusiastic   | Essential                                |
| Excellent IT skills  | Essential                                |
| Demonstrate a commitment to equality and diversity, customer service and quality assurance | Essential                                |
| Possess excellent communication skills   | Essential                                |
| Be a team player and have the ability to lead a team                                       | 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   | Essential                                |

