

## Job Description: Curriculum Leader Engineering

### Teaching, learning and assessment

1. Lead the team responsible for the delivery of Engineering Apprenticeships.
2. Lead by example in teaching consistently good and better lessons to ensure excellence in subject pedagogy and the quality of teaching, learning and assessment.
3. Take responsibility for the learner experience, for example, retention; attendance; achievement; destinations; added value; learner satisfaction.
4. Take responsibility for the development of high-quality learning resources that can be shared within the team and where appropriate across the college.
5. Use a variety of formative and summative assessment methods ensuring that learners understand the purpose of assessments.
6. Provide timely and constructive feedback to learners and employers to support and inform their learning.
7. Take responsibility for personal and professional development in order to plan and deliver high quality teaching in both practical and theoretical lessons.
8. Maintain comprehensive, up to date student/ course/ subject records and provide information as requested.
9. Ensure close liaison and good communications with other staff in matters concerning learners
10. Identify and put in place intervention activity where necessary to enable learners to achieve their full potential.
11. Value and support learners to achieve their full potential.
12. Deal promptly and effectively with inappropriate learner behaviour in class and across the campus.

### 13. Quality Assurance and Quality Improvement

14. Use College systems effectively to track and communicate student progress in a timely manner.
15. Be responsible and participate in standardisation, verification and moderation as required.
16. Working with the Head of Division ensure continuous professional development activities are appropriately planned, support the development of the team's subject pedagogy to reflect the curriculum development aims for the division.
17. Work with the Head of Division and quality team to ensure the team complies with all college quality processes in the quality cycle.
18. Be responsible for the appropriate administration of exam entries for the course and subject.
19. Work closely with the quality team with external awarding bodies regarding quality visits.
20. Delegated responsibility for student disciplinary meetings (stage 2) where appropriate.
21. Conduct staff reviews including Key Goals where appropriate

## **22. Curriculum Development**

23. Work with the Head of Division for Work-based Learning and Apprenticeships and the Head of Apprenticeship Sales and Recruitment to actively develop new apprenticeship opportunities for that are responsive to local and regional economic demands.
24. Work collaboratively with Head of Division – Workbased Learning and Apprenticeships and Head of Division for Engineering to ensure classroom based off-the-job training is responsive to employer requirements and satisfies the requirements of apprenticeship standards.
25. Support the development and maintenance of positive relationships with external organisations to enable the generation of new work and identification of opportunities for development.

## **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

## Job Description: Curriculum Leader Engineering

Person Specification	CL Engineering
<b>Qualifications and Attainments</b>	<b>Essential / Desirable</b>
Degree Level Qualification in a relevant subject or appropriate professional qualification	<b>Essential</b>
Recognised teaching qualification or a willingness to achieve this within three years of appointment	<b>Essential</b>
A higher degree or advanced qualification	<b>Desirable</b>
<b>Training, Experience and Knowledge</b>	
Successful teaching experience in a relevant subject area	<b>Essential</b>
Ability to assess and implement staff development requirements	<b>Essential</b>
Knowledge of and proven ability to deliver the curriculum successfully	<b>Essential</b>
Demonstrate a student-centred approach to teaching and learning	<b>Essential</b>
Experience of providing an outstanding teaching, learning and assessment experience	<b>Essential</b>
Share best practice with other partners/organisations	<b>Essential</b>
<b>Personal Skills and Attitudes</b>	
Have Effective management and delegation skills	<b>Essential</b>
Exceptional organisation skills	<b>Essential</b>
Display initiative, be positive and enthusiastic	<b>Essential</b>
Excellent IT skills	<b>Essential</b>
Demonstrate a commitment to equality and diversity, customer service and quality assurance	<b>Essential</b>
Possess excellent communications skills	<b>Essential</b>
Have the ability to lead a team	<b>Essential</b>
Be a team player and have a highly responsive, flexible and adaptable attitude	<b>Essential</b>
A driving licence and a vehicle insures for business use (or equivalent mobility)	<b>Essential</b>
Demonstrate a commitment to the process of continuous review and improvement	<b>Essential</b>
Ability to develop and promote relevant curriculum effectively	<b>Essential</b>
Suitability to work with children young people and/or vulnerable adults	<b>Essential</b>



Ability to use ILT in classroom delivery including interactive whiteboard technology	<b>Essential</b>
Flexible approach to working times in line with the College (attendance at Open Events, Parents' Evenings etc., as required)	<b>Essential</b>