

# JOB DESCRIPTION

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**TITLE:** Group Curriculum Director SEND

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**GRADE:** Management Spine

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**RESPONSIBLE TO:** Principal

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**RESPONSIBLE FOR:** Senior Curriculum Managers  
Coordinators  
Teaching staff  
Support staff

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## PURPOSE OF JOB:

- To plan, lead and develop an appropriate curriculum for SEND learners across college campuses.
- To formulate and execute a strategic approach to the curriculum area in partnership with internal and external stakeholders. This will include major employers, employer organisations, funding and other agencies.
- To develop appropriate programmes for groups of learners that facilitate progression to further study or employment and that are compliant with funding rules and agency requirements.
- To develop and maintain a high standard of teaching and learning across campuses through leadership of cross campus staff and the management of resources.
- To take appropriate action to ensure that achievement rates for all provision are above national averages and improving over time. To take decisive action to improve underperforming provision as necessary.
- To be responsible for the achievement of income targets within the curriculum area. To ensure that resources allocated to the area are managed appropriately and within agreed budgets.
- To deputise for the Principal as necessary

## **MAIN TASKS AND RESPONSIBILITIES:**

### **1. Managing Strategy:**

- 1.1 As part of the College's management team, to contribute to the overall strategic development of the College.
- 1.2 To contribute to the strategic development of the College's curriculum offer.
- 1.3 To engage with external stakeholders and funding bodies to ensure the sustainability and development of the curriculum area.
- 1.4 To support the development of strategies for teaching and learning and quality improvement, and manage the implementation of these with their cross campus curriculum staff.
- 1.5 To contribute to the development of the College's Self Assessment Report. To lead the Self Assessment and Quality Improvement arrangements for their curriculum areas across the college campuses.

### **2. Managing Operation:**

- 2.1 To take responsibility for the leadership and management of the curriculum area creating an ethos which is both inclusive and high achieving.
- 2.2 To plan and implement an imaginative, appropriate and rigorous programme of courses and qualifications for students to meet the priorities and targets of the College and its funding agencies.
- 2.3 To ensure that the curriculum offer is appropriately informed by a full understanding of student need and local labour market requirements.
- 2.4 To represent the college externally on a range of committees, groups and partnership boards concerned with planning and delivering of further education curriculum.
- 2.5 To contribute to the day to day management of the College.
- 2.6 To teach 3 hours per week excluding cover, team teaching or ad hoc sessions. This should be a regular, timetabled commitment.
- 2.7 To assist the Deputy principal in all aspects of management of the College's curriculum and operations so as to maximise effectiveness and efficiency across the full range of the College's operations.
- 2.8 To be responsible for quality assurances processes within their specific curriculum areas of responsibility.

### **3. Managing Finance:**

- 3.1 To plan and justify the annual budgets for their curriculum areas.
- 3.2 To be responsible for the effective monitoring and control of cost centre expenditure, including staffing budgets, within College guidelines.

- 3.3 To initiate and participate in schemes to generate funds from external sources and manage such schemes where appropriate.
- 3.4 To actively seek and obtain alternative sources of funding for their curriculum areas, including fund raising and project income.

#### **4. Managing People:**

- 4.1 To be responsible for the line management, support, supervision and professional development review of designated staff, setting and monitoring performance and financial targets as appropriate.
- 4.2 To lead on the recruitment and selection of staff across campuses for their area and the designation of their responsibilities and duties.
- 4.3 To ensure that all new staff in their area are given appropriate induction in accordance with College policy.
- 4.4 To identify staff training and development needs and ensure that these meet strategic and operational priorities.
- 4.5 To support and develop effective cross campus working ensuring the sharing of good practice and consistent approaches to curriculum delivery.

#### **5. Managing Information:**

- 5.1 To maintain up to date knowledge of national, regional and local developments in Further and Higher Education.
- 5.2 To lead on the monitoring, interpretation and active use of performance data for their cross campus curriculum areas, in relation to attendance, retention, and achievement.
- 5.3 To promote internal cross campus communication through:
  - Ensuring that staff and students are well informed.
  - Convening meetings that are participative and focussed and where outcomes are followed through.
  - Taking the initiative to bring people together from different campuses to support development or, if necessary, to resolve conflict.
- 5.4 To be responsible for the accuracy, timeliness, interpretation and use of statistical data to inform curriculum planning and strategy.
- 5.5 To be responsible for monitoring and reviewing a set of KPIs as agreed with the Deputy principal.

#### **6. In common with all other Staff:**

- 6.1 To support the College's mission, vision, values and strategic objectives.
- 6.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristic groups in the College's services.

- 6.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.
- 6.4 To implement the College's safeguarding policies and practices.
- 6.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.
- 6.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 6.7 To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

## **7. Person Specification**

- 7.1 Possession of a degree and appropriate professional teaching qualifications.
- 7.2 Significant and successful experience of curriculum management and of improving quality of student outcomes.
- 7.3 A sound knowledge and understanding of current government policy and key issues in relation to post-16 education and its relevance to the College.
- 7.4 Experience and understanding of key issues affecting adults and 14 – 19 learning in the Further Education sector.
- 7.5 Excellent oral and written communication, negotiation, influencing, problem-solving, numerical and presentation skills.
- 7.6 Experience of successful budget management and budgetary control.
- 7.7 Excellent organisational skills, including time management, progress chasing, project management and the ability to meet deadlines consistently.
- 7.8 Significant experience of line managing staff.
- 7.9 The ability to work successfully within a team and target-setting culture.
- 7.10 Good levels of personal IT use and a willingness to enhance these skills.
- 7.11 The ability to contribute to the long-term strategic development of the College.
- 7.12 An understanding of and commitment to Equality & Diversity and Safeguarding & practical ideas for their implementation in this post.

### **Additional Information:**

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.