

## JOB TITLE: Curriculum Area Manager – Accountancy & Business Support

### ROLE OVERVIEW

**Job Title:** Curriculum Area Manager – Accountancy and Business Support

**Grade:** Curriculum Area Manager

**Contact Hours:** 37 hours per week

**Contract:** Permanent

**Faculty:** Professional and Adult Learning

**Responsible to:** Deputy Head of Faculty

### KEY ROLE OBJECTIVES

Manage all aspects of learning within your curriculum area: Accountancy and Business Support apprenticeships and qualifications, managing the staffing and curriculum, leading in quality assurance for the area.

Ensure the curriculum team provides an outstanding learner experience through high quality teaching and learning, assessing of learners. Enable learners to both maximise their potential and succeed in their goals. Work with staff within the curriculum team to monitor learner progress.

Contribute to the general running of the faculty by taking a full and active part in the Faculty Management Group, for example supporting cross-faculty events and projects.

These duties are in addition to those of a Programme Leader which includes to deliver outstanding teaching, learning and assessment to groups of learners and internal verification.

### MAIN RESPONSIBILITIES

#### 1. Staffing

- 1.1. Provide clearly structured management of the curriculum team.
- 1.2. To support the Head and Deputy Head of Faculty in recruiting new staff to the curriculum team.
- 1.3. To induct new staff in line with Faculty policy, with the support of the Deputy Head of Faculty.
- 1.4. Ensure the curriculum team correctly use college systems and processes including, but not limited to, CIS, trackers, registers, OneFile, student conduct and support process.
- 1.5. To manage leave requests for direct reports in line with the HR policy.
- 1.6. To support the Deputy Head of Faculty with cover arrangements for absent members of staff.
- 1.7. To complete PPRs for direct reports in line with College policy and Faculty deadlines.
- 1.8. To carry out formative observations of new staff, Graded observations and support the Head and Deputy Head of Faculty with learning walks.
- 1.9. To contribute to quality targets by identifying development needs in line with the Faculty's strategic vision.
- 1.10. To support the Head of Faculty and Deputy Head of Faculty with Faculty staff development training needs including mandatory training requirements.

## 2. Curriculum

- 1.1. To contribute to the Faculty strategic vision.
- 1.2. To work alongside the Head and Deputy Head of Faculty to ensure the resources are appropriate and support the delivery of the curriculum.
- 1.3. To work alongside the Head and Deputy Head of Faculty to manage course timetables taking into consideration efficiency, GLH, staff deployment and the student experience.
- 1.4. To work alongside the Deputy Head of Faculty to monitor student recruitment and project future learner numbers.
- 1.5. To work alongside the Head and Deputy Head of Faculty to further develop and implement a student recruitment strategy, including managing open events, engaging with the College Advice Team and Marketing.
- 1.6. To support the Head and Deputy Head of Faculty to manage quality assurance, delivery and quality improvement of programmes and ensure that they meet the requirements of awarding bodies, EPAs, local and national needs and the high aspirations of learners.
- 1.7. Provide guidance and direction within the Faculty Management Group, therefore contributing to the Faculty development and direction of travel in alignment to the college strategy and priorities.
- 1.8. Alongside the Head and Deputy Head of Faculty to develop further opportunities to enrich the curriculum, including engaging with employers and HE providers for activities such as visiting speakers and trips, ensuring a direct line of sight for learner progression and compliance with the Gatsby Benchmarks.

## 3. Quality

- 1.1. Work alongside the Head and Deputy Head of Faculty to improve and maintain standards within the curriculum area in line with the college strategy with a focus on the continuous improvement of learner outcomes including Achievement, Progress and Progression.
- 1.2. To support the Deputy Head and Programme Leaders in conduct and support meetings to improve individual learner achievement.
- 1.3. To work with the team to monitor and support a high standard of attendance and punctuality amongst students, in conjunction with the Faculty Management Group.
- 1.4. To support and manage Programme Leaders, Lecturers, Work Based Tutors, Assessors and Associate Lecturers within the team to take responsibility for specific areas of the curriculum within the areas of responsibility.
- 1.5. To ensure a culture of continuous improvement and high expectations in your team such as outstanding teaching and learning, aspirational target setting, monitoring through consistent use of trackers and supporting in identifying and intervening with students at risk of underachieving.
- 1.6. Contribute to meeting the needs of learners by ensuring that Learner Voice feedback and student survey results are analysed and responded to.

## ADDITIONAL DUTIES

1. Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
2. Be responsible for safeguarding and promoting the welfare of learners.
3. Undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at any of the College's sites or place of work.
4. Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.
5. Teaching hours and area(s) of responsibility will be reviewed and set annually by the Head of Faculty in line with business requirements for that Academic year.

6. Carry out the duties of a Programme Leader with regard to teaching and tutoring, including maintaining links with employers and partners and take responsibility for the day-to-day needs of the students.

## MANDATORY DUTIES

1. Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults that use the centre.
2. Commitment to Equal Opportunities.

This job description is current at the below date. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

**Reviewed:** February 2024

# Person Specification

## JOB TITLE – Curriculum Area Manager – Accountancy & Business Support

### Assessment Criteria

- Evaluated on application form (A) and/or interview (I)

### Experience

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#### Essential Criteria:

- Excellent track record of outstanding teaching, learning and assessment (A/I)
- Experience of leading and delivering a relevant curriculum area (Accountancy or Business support apprenticeships, bootcamps or qualifications) (A/I)

#### Desirable Criteria

- Experience of managing a team (A/I)

### Skills and Abilities

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#### Essential Criteria:

- Excellent verbal and written communication skills (A/I)
- Excellent organisational skills (A/I)
- Ability to prioritise work and meet deadlines (A/I)
- Ability to engage with employers, HE and other contacts to enhance the learner experience (A/I)
- Accuracy and attention to detail (I)
- Ability to record and report on key data including learner outcomes and Value Added (A/I)
- Ability to manage a team effectively (A/I)

#### Desirable Criteria

- Human Resources and people management skills would be advantageous

### Personal Qualities

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#### Essential Criteria:

- Desire to raise the profile and contribute to the positive reputation of the Faculty (I)
- Willingness to support cross Faculty leads (I)
- Ability to inspire and motivate learners and a team of staff (I)
- To be a positive, solution-focused team member (I)

### Qualifications

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#### Essential Criteria

- A relevant degree in the specialist area (A)
- A recognised teaching qualification (A)

## Desirable Criteria

- A master's degree (A/I)

## Mandatory Requirement

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### Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and adults (I)
- Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability, or sexuality. (I)

**Reviewed:** February 2024

# OUR VALUES ARE WHAT MAKE US, US!

**VISION:** To be an exceptional College

**MISSION:** To shape futures by delivering world-class education and training for our city and region

## AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

## COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

## ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge.