

JOB DESCRIPTION

JOB IDENTIFICATION

Job Title:	Curriculum Lead
Responsible To:	Head of Curriculum
Department:	Business
Salary Grade:	Grade G

JOB ROLE

To act as a faculty lead and help to coordinate the work of curriculum teams whilst assisting the Head of Curriculum. To support the Head of Curriculum in operational staffing e.g. reporting staff absence and obtaining cover in the absence of the Head of Curriculum. To ensure robust monitoring of learner progress. To drive the process of raising standards and outcomes in the faculty.

KEY DUTIES

No	Description of Duties
1	A teaching load (with 1.5 blocks of remission currently, subject to review)
2	Advise on curriculum design and unit selection in specified subject areas
3	Support the Head of Curriculum in operational staffing to include reporting staff absence and obtaining cover
4	Support curriculum teams in development of schemes of work and to lead on this for specified subject areas
5	Ensure that awards are claimed in specified areas in a timely manner
6	Act as liaison with awarding body and external verifiers
7	Ensure effective delivery of study programmes including English and Maths resits
8	Ensure an effective link with the examinations team and that all associated processes work smoothly within the designated area
9	To support the progression process by monitoring and ensuring progression of learners including UCAS applications and IAG
10	Lead and support on the Internal Verification process as necessary

11	Ensure that the College values and code of conduct are promoted to students and are consistently applied with appropriate application of praise, guidance or disciplinary procedures as needed
12	Support the area with College Open Days, School Liaison and Marketing Events
13	In conjunction with other College Managers, organise and participate in the learner recruitment process, the induction of learners and ensure there is effective support for learners on programmes
14	Undertake appropriate in-service training when required to do so
15	Ensure a high level of confidentiality at all times
16	Support fully at all times the College's aims and objectives

Standard Clauses – all Job Descriptions

- To comply with the College's policies and procedures
- To comply with the College's safety policy and other safety procedures and guidelines are deemed part of the job description. Employees must look after their own Health & Safety and welfare and be mindful of other persons who may be affected by their acts.

PERSON SPECIFICATION

Job Title: Curriculum Lead

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1. Qualifications			
1.1	A degree and/or appropriate professional qualification relevant to the department	X	
1.2	Certificate in Education or Level 5 Teaching Qualification	X	
2. Experience			
2.1	An outstanding teaching practitioner with excellent achievement rates	X	
2.2	Relevant experience in post-16 learning and experience of A Levels and Vocational Qualifications	X	
2.3	Working effectively within diverse teams across college	X	
2.4	Proven experience in planning and development of the student learning experience	X	
2.5	Relevant work experience in industry/commerce		X
2.6	Recent knowledge of curriculum developments in FE	X	
2.7	Experience of carrying out Internal Quality Assurance (IQA) activities (e.g., standardisation, sampling and Internal Verification)	X	
3. Skills/Abilities			
3.1	The ability to analyse and interpret data and track learners	X	
3.2	Able to effectively organise, structure and deliver to students of all levels and abilities	X	
3.3	Excellent communication and interpersonal skills	X	
3.4	Good understanding of career and curriculum pathways for learners in related subjects	X	
3.5	Able to use flexible and innovative methods of delivery as required	X	
3.6	Ability to deal with problems and troubleshoot where required	X	
4. Qualities			
4.1	Willingness to work within a team to implement strategic policy	X	
4.2	Genuine understanding of and commitment to Equal Opportunities in practice, sensitivity to students, staff and client needs	X	
4.3	Prepared to actively participate in new developments	X	

Shortlisting Criteria		Essential	Desirable
4.4	To be a role model in all aspects of the job	X	
5. Other Requirements			
5.1	Willingness to assist with evening duties, including open evenings, interviews, and enrolment events	X	
5.2	Ability to work between multiple sites at short notice	X	
5.3	Willingness to work flexibly	X	
5.4	High level of personal integrity and ability to maintain a high level of confidentiality as required, applying discretion and judgement	X	
5.5	Act as an ambassador for the College	X	
5.6	Proven confidence in dealing politely and helpfully with a wide variety of people, both internally and externally	X	
5.7	Resilient and calm in pressurised situations	X	
5.8	The ability to build and maintain effective relationships	X	