

Curriculum Area Manager – Trades

Title: Curriculum Area Manager – Trades

Grade: Curriculum Area Manager

Activity: Regulated

Responsible to: Head of Faculty, Assistant Principal

Job Purpose:

To manage all aspects of learning within your curriculum area(s), manage the staffing and curriculum while pro-actively engaging in all elements of quality assurance.

Ensure your team provides an outstanding learner experience through high quality teaching, training, reviewing and assessing of learners. Enable learners to both maximise their potential and succeed in their goals.

Main Responsibilities:

1. To provide effective leadership of highly successful and innovative class based, work based and commercial learning provision; promoting excellence in the user experience.
2. To work with learners to facilitate their personal, social, emotional and educational well-being.
3. To co-ordinate the timely achievement of all learners within the curriculum area.
4. To lead, develop and manage the trade provision (including, but not limited to, carpentry and joinery, brickwork, painting and decorating) to deliver a balanced curriculum which aligns with the College's curriculum strategy.
5. To ensure the smooth day to day running of the Curriculum.

1. Management responsibilities

- 1.1. To provide leadership and management, ensuring effective recruitment, induction and development of all staff.
- 1.2. To provide effective line management of staff through performance management, PPRs, observations, supervision and professional development.
- 1.3. To lead, develop and participate in any in house training or external training provision.

- 1.4. To develop a culture within the provision of professionalism, creativity and joint working to ensure the achievement of agreed outcomes.
- 1.5. To have quality assurance systems and processes in place to ensure high quality provision and standards of education and learning
- 1.6. To manage, implement, maintain and review centre policies and procedures
- 1.7. To manage, develop and coordinate effective systems of communication internally and externally including, key stakeholders
- 1.8. To provide effective support and guidance to all staff within the Trades team
- 1.9. To produce appropriate reports as and when required

2. Teaching, Learning and Assessment

- 2.1 Co-ordinate the interviewing, enrolment and induction of learners.
- 2.2 Provide teaching learning and assessment whether in a classroom, a workshop, an employer's location or other work environment.
- 2.3 Prepare schemes of work, lesson assessment and IV plans.
- 2.4 Coordinate and prepare for EV visits, IQA and end point assessments.
- 2.5 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
- 2.6 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 2.7 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 2.8 Contribute to the maintenance of an effective, efficient and professional learning environment.
- 2.9 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 2.10 Participate in appropriate quality assurance procedures.
- 2.11 Prepare learners for a range of accreditation and assessments.
- 2.12 Maintain accurate and detailed student records including the writing of reports and references.
- 2.13 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 2.14 To track the progression of learners, including work place reviews/industry placement activity, to ensure timely achievement.

2.15 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.

2.16 Participate in open evenings, recruitment, conferences and other marketing events.

3. Resources

3.1 Ensure resources meet the requirements of the awarding bodies.

3.2 Manage the replacement and updating of resources.

3.3 Ensure resources are effectively planned in advance of implementation of any new programmes.

4. Additional Duties

4.1 Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.

4.2 Be responsible for safeguarding and promoting the welfare of learners.

4.3 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.

4.4 Promote and conduct your professional duties and responsibilities within the parameters of the College's agreed values and aims.

4.5 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.

Person Specification

Curriculum Area Manager - Trades



Criteria		How Evaluated	
		Application	Interview
Experience	Essential:		
	- Significant experience of successfully leading a curriculum team.	✓	✓
	- Significant industry experience within the curriculum area.	✓	✓
	- Experience of achieving targets	✓	✓
	- Experience of teaching or assessing within the curriculum area.	✓	
	- Experience of implementing quality assurance systems.	✓	
	- Experience of collating and interpreting data and providing reports.	✓	✓
	Desirable:		
	- Experience of managing a team	✓	✓
	- Experience of delivering a high quality product and service to employers and organisations	✓	✓
Skills and Abilities	Essential:		
	- Excellent verbal and written communication skills	✓	
	- Ability to prioritise work and meet deadlines	✓	✓
	- Ability to engage with learners, staff and employers	✓	✓

		Application	Interview
	<ul style="list-style-type: none"> - Accuracy and attention to detail - Driving licence held for 2 years with no more than 6 points - IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access and Power point) - Ability to manage a team including coaching, developing and managing performance 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p> <p></p> <p>✓</p> <p>✓</p>
Qualifications	Essential:		
	<ul style="list-style-type: none"> - A relevant vocational qualification at Level 3 or above or specialist degree or equivalent industry qualifications and experience 	✓	
	<ul style="list-style-type: none"> - GCSE English and Maths at Grade C or 4 and above or equivalent 	✓	
	<ul style="list-style-type: none"> - Commitment to achieve Cert Ed within 3 academic years of joining the College. 	✓	✓
	<ul style="list-style-type: none"> - Willingness to work towards and achieve TAQA (A1 and V1 or equivalent) 	✓	✓
	Desirable:		
	<ul style="list-style-type: none"> - Teaching qualification (DTLLS/ Cert Ed / PGCE) 	✓	
	<ul style="list-style-type: none"> - TAQA (A1 or V1 or equivalent) or willingness to work towards and achieve. 	✓	
Personal Qualities	Essential:		
	<ul style="list-style-type: none"> - Commitment to outstanding learner success 	✓	✓
	<ul style="list-style-type: none"> - Honesty and integrity 	✓	✓
	<ul style="list-style-type: none"> - Robust personality 	✓	✓
	<ul style="list-style-type: none"> - Team Player 	✓	✓
	<ul style="list-style-type: none"> - Empathetic 	✓	✓
	<ul style="list-style-type: none"> - Proactive and lead by example 	✓	✓

		Application	Interview
Mandatory Requirements	Essential: <ul style="list-style-type: none"> - Commitment to safeguarding and promoting the welfare of children and vulnerable adults enrolled at College - Commitment to equal opportunities 		✓ ✓



Exeter College Values

At Exeter College we are committed to being an exceptional College. Therefore all employees will be expected to demonstrate our Exeter College Values.

VISION

To be an exceptional college.

MISSION

To shape the future of education by delivering excellence in all aspects of our work, in order to realise the ambitions of our learners, city and region.

