



Job Description

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| Post title: | Curriculum Manager |
| Based at: | Haringey Sixth Form College |
| Reports to: | Assistant Principal |
| Responsible for: | The quality of the student experience, in line with the college's strategic plan, supporting the Assistant Principal, Executive Team and Board of Trustees. Aiming for excellence in everything we do. |
| Salary: | H30 - H38 (£60,951 - £68,953) |

Primary Purpose of Role:

1. To manage effectively and efficiently the organisation and delivery of the learning programmes within the designated curriculum area.
2. To line manage teachers and ensure high standards of teaching, learning and assessment.
3. To contribute to curriculum development, quality assurance activities and continuous improvement.
4. To work closely with Programme Leaders and the Assistant Principal to achieve student success and college priorities.

Key Areas of Responsibility

DUTIES AND RESPONSIBILITIES

1. Deliver up to 12 hours of teaching per week (444 hours annually) including having a tutor group of their own.
2. Model exceptional teaching practice and support continuous improvement in pedagogy, liaising with the Director of Teaching and Learning regarding the quality of teaching and learning within the area.
3. Ensure full compliance with awarding body requirements and internal quality assurance processes.
4. Oversee day-to-day organisation of courses within the area of responsibility.
5. Support Programme Leaders in curriculum planning, timetabling and resource allocation.

6. Monitor student attendance, progress, retention and achievement, maintaining accurate records, providing accurate data, analysing data and taking swift action to address any underperformance.
7. Contribute to curriculum development and innovative methods of delivery.
8. Implement and monitor quality standards, including schemes of work, assessment plans and internal verification.
9. Contribute to self-assessment and quality improvement plans, leading on data collection and data analysis within the area.
10. Lead course team meetings and ensure effective communication across the curriculum area.
11. Line manage teaching staff including induction, performance reviews, staff absence, lesson observations, learning walks and support plans.
12. Identify and address staff development needs, coaching and mentoring where appropriate.
13. Ensure compliance with college policies on safeguarding, equality and health and safety.
14. Assist with student recruitment, admissions, enrolment, induction and progression activities, including UCAS applications.
15. Liaise with student service roles regarding pastoral and support issues for students, setting high standards of conduct and leading on implementing student disciplinary action when appropriate.
16. Contribute to operational planning for the area.
17. Liaise with external partners and awarding organisations as appropriate.
18. Contribute to marketing and promotional activities for the area.

Person Specification for Curriculum Manager

| Qualifications: | Essential | Desirable |
|---|------------------|------------------|
| A degree or equivalent professional qualification | X | |
| Teaching qualification (DTTLS, PGCE, Cert Ed) | X | |
| A Management Qualification | | X |
| Evidence of Continued Professional Development (CPD) | X | |
| Knowledge, skills and experience: | Essential | Desirable |
| Proven experience of management in an educational setting or a relevant industrial background | X | |
| A background of successful teaching | X | |
| Experience of curriculum planning | X | |
| Understanding of 16-19 funding and study programmes | X | |
| Experience of implementing quality improvement processes, leading to measurable improvements in student success | X | |
| Experience of liaising with Awarding Organisations and ensuring high standard in assessment and verification | X | |
| Experience of teaching observations and the development and monitoring of support plans. | X | |
| Skills and competencies: | Essential | Desirable |
| High level of applied literacy and numeracy | X | |
| Excellent communication skills, both written and verbal | X | |
| Good IT skills (MS Office, Internet) and a commitment to continuous development of digital learning skills and working practice | X | |
| Ability to use and interpret management information and performance data, to identify trends and take swift action | X | |
| Strong people management skills with the ability to lead and motivate teams through periods of change | X | |
| Ability to successfully implement and deliver new curricula and initiatives | X | |
| The ability to embrace collaboration | X | |
| Strong organisational skills and the ability to plan, monitor and evaluate within tight deadlines | X | |
| Other qualities: | Essential | Desirable |
| Demonstrated commitment to the College's vision, mission and values and models this through leadership behaviours | X | |
| Resilience and the ability to cope with pressure and difficult situations | X | |
| Well-organised and works autonomously with minimal close supervision | X | |
| Proven ability to motivate others | X | |
| Strong problem-solving capabilities | X | |
| The ability to build and maintain respectful professional relationships with stakeholders | X | |
| Effective presentation skills | X | |
| Willing to acquire new skills and undertake further training where necessary | X | |
| A proven ability to develop creative and innovative solutions | X | |