

JOB RESPONSIBILITY PROFILE

Curriculum Manager

Salary Scale: Curriculum Manager Scale – Points 7 – 10

Responsible To: Head of Centre

Responsible For: Curriculum Staff

CONTEXT

The curriculum at Barnet and Southgate College is organised into Faculties each led by a Head of Faculty. Within each Faculty, a Curriculum Manager may be responsible for a team or teams, a curriculum area, a cross curriculum role and/or have site responsibility, as designated by the Head of Faculty. Curriculum Managers may also be required to deputise in the absence of the Head of Faculty.

Each Curriculum Manager will manage an area of the curriculum area's work as designated, but within the scope of the responsibilities laid out below. These roles and responsibilities are to be monitored through the College's performance conversations and may be subject to change.

Each Curriculum Manager will be expected to have qualifications and experience (teaching and management) relevant to at least one of the curriculum subjects within the designated curriculum area for the post.

MAIN PURPOSE OF JOB

- To develop an outstanding curriculum provision and ensure that all students within their area of responsibility have an excellent quality learning experience
- To lead and manage staff, providing effective and efficient organisation and management; setting high expectations for staff and students.

Learners

- Plan and implement arrangements for the selection and admission of students to courses, in conjunction with Student Services, in order to meet enrolment targets.
- Ensure students are placed onto the correct courses, including the use of initial diagnostic assessment and agreements for additional learning support
- Monitor the support and entitlement programme for students, including induction, tutorial support, enrichment and additional learning support, in accordance with College policy in order to meet individual student needs
- Ensure that students, and as appropriate parents and employers are fully aware of their progress through clear, active and purposeful ILPs and academic tutoring based on target setting principles to ensure that student outcomes are achieved
- Ensure the effective discipline and management of students, undertaking student disciplinary in accordance with the College's Positive Behaviour policy where required and keeping of records and referral to other agencies where necessary
- Ensure the recording and maintenance of appropriate records including student progression, tutorials, ILPs, learning agreements, registers and profiling documents are recorded and kept in accordance with College's requirements

- There is a requirement to undertake 3 hours of timetabled teaching as part of this management role. In addition, Curriculum Managers will be required to provide short term cover as and when required.

Curriculum portfolio

- Lead and manage specific programmes as allocated and develop innovative curriculum development, including flexible, work-based, distance/blended learning programmes and income generation activity to meet the needs of the learner and the local / regional priorities
- Ensure that Lecturers operate within awarding body requirements, curriculum assessment and examination regulations and in accordance with College policies
- Plan, implement, monitor and communicate to staff course timetables working effectively with other Curriculum Managers in order to meet the needs of the awarding bodies and students whilst ensuring the efficient utilisation of resource.
- Monitor schemes of work and Planning/Records of Work book to ensure they meet external and internal requirements and the needs of students
- Monitor assessment planning to ensure appropriateness and validity
- Plan, monitor and undertake internal verification and prepare for external examination and verification
- Ensure that ILT is used as a tool for learning in all programmes

Marketing & Employer Engagement

- Identify market needs and stimulate the development of new courses, including full cost recovery to meet the needs of students, employers and the local community
- Working in conjunction with the Head of Faculty, assist in promotion, publicity, events, advertising and media relations for the curriculum area, ensuring staff participation as appropriate and strengthening links with industry/employers and the community to ensure student access to learning and recruitment to College programmes

Staff

- Line manage curriculum posts and curriculum related support staff as allocated, including: induction, mentoring and coaching as appropriate for new and existing staff; managing underperformance; completion of performance conversations and performance targets; identifying and addressing training/development needs and ensuring effective communication and team morale to achieve high standards of performance
- Manage change effectively and inspire colleagues to ensure effective team work with a common and clear purpose
- Identify staffing implications for the curriculum area's curriculum portfolio and projected student enrolments and ensure this is accurately reflected in the curriculum/strategic planning process
 - Contribute to the selection and appointment of staff within the Curriculum Area.
- Monitor course management and other responsibilities and duties
- Set up and run regular team meetings as required ensuring key messages are cascaded.

Quality and Performance management

- Use course reviews, evaluations and learner voice to plan and monitor completion of quality assurance checks and resulting action plans
- Monitor and develop the quality, efficiency and effectiveness of teaching and learning, to ensure the best possible student achievement
- Set and monitor challenging improvement targets for your area of responsibility and monitor to ensure high quality provision
- Plan and undertake developmental lesson observations, learning walks and management walk throughs.

- Contribute to the completion of the self-assessment report and quality improvement plan for the area of responsibility. Support the implementation of improvement strategies resulting from student/employer satisfaction survey

Finance and Resources

- Liaise with the Head of Faculty to ensure the efficient and effective management of the equipment and physical resources allocated to your area of delivery, recommending capital items to the Head of Faculty for purchase, as appropriate

General and College Responsibilities

- Contribute actively and flexibly to the overall management and administration of the College
- In liaison with the Executive Leadership Team, effectively represent the interests of the College with stakeholders, major clients and the community in all matters relevant to the duties of the role
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. Work within the guidelines of the College's Health and Safety policy to promote the highest standards of Health and Safety practice in relation to all aspects of the duties of the role and ensure that there are adequate systems in place to monitor compliance
- Encourage the awareness of risk within your department, ensuring that responsibility for risk management is effectively embedded and that all risks identified are reported through the appropriate college system
- Ensure the effective implementation of the College's policies and priorities in relation to all aspects of the duties of the role
- Be familiar with and promote the College's Single Equality Scheme and demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery
- Be familiar with Child Protection/Safeguarding requirements as outlined in the safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults. Promote the College's values
- Participate as required in College-wide activities such as duty manager rotas, marketing activities and staff and learner events
- Undertake such additional duties or projects as the Executive Leadership Team may determine from time to time, after consultation with the post holder

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

PERSON SPECIFICATION – Curriculum Manager

	Essential	Assessment Method A = Application P = Presentation T = Test I = Interview
Qualifications and attainment	• Educated to degree level or equivalent, relevant professional qualification	A
	• A full teaching qualification	A
Desirable	• Management qualification	A
	• Qualified Teaching and Learning status	A
	• Relevant vocational or specialist qualification	A

Experience / Knowledge	<ul style="list-style-type: none"> • Successful experience of embedding quality improvements and delivering improved success/outcomes for learners • Knowledge of proven strategies, based on research, that improve student learning. • Experience of successfully embedding English and maths within the curriculum • Successful teaching experience • A subject specialist within the designated area for the post • Knowledge of current issues and future trends impacting on FE • Experience of using and interpreting management information systems to effectively monitor and manage provision • Experience of successful curriculum development and management of provision and new initiatives (within at least one of the curriculum subjects within the designated curriculum area) • Experience of developing income generating full cost activity within the curriculum area • Experience of building and maintaining effective relationships with external partners, employers and stakeholders • Understanding of employer needs and ability to prepare learners for work 	<p>T, I</p> <p>T, I</p> <p>T, A</p> <p>A</p> <p>A</p> <p>P</p> <p>T</p> <p>I</p> <p>A</p> <p>A</p> <p>A, P</p>
Desirable	<ul style="list-style-type: none"> □ An understanding of the current 14-19 and HE Landscape 	A
Skills / Competencies	<ul style="list-style-type: none"> • A demonstrable understanding of the key components of high quality teaching and learning • Experience of effectively managing learning needs of a broad range and type of learners • Ability to lead and motivate a team to effectively implement change • Proven ability to delegate effectively and manage performance of others, including tackling underperformance. • An understanding of the key aspects of the further Education funding methodology • IT skills sufficient to meet the requirements of the post – including implementation of interactive learning technology for teaching • Excellent interpersonal, communication and presentation skills • Demonstrable influencing and negotiation skills 	<p>A</p> <p>A</p> <p>I</p> <p>I</p> <p>A</p> <p>A, T</p> <p>I, P, T</p> <p>I</p>
Personal Attributes	<ul style="list-style-type: none"> • Passionate about teaching and learning and using evidence based teaching methods to empower students' learning • An ability to inspire teams to deliver outstanding teaching • A capacity to initiate developments and see them through to completion. • An ability to work effectively as a member of a team and autonomously as required • An ability to work under pressure and to meet targets and deadlines • A commitment to continuous professional development of self and others • A willingness to work at any College site and work such hours as are reasonably necessary for the proper performance of your duties and responsibilities 	<p>A</p> <p>I</p> <p>I</p> <p>A</p> <p>A</p> <p>A, I</p> <p>A</p>