

**POST TITLE:** HE CURRICULUM COORDINATOR - PUBLIC SERVICES

**POST NO:** WREQ2914

**GRADE:** MANAGEMENT SPINE

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## **JOB PURPOSE**

As a HE Curriculum Coordinator Public Services you will be the first point of contact for designated programmes of study at University Centre Weston. The programmes will be informed and monitored by the Higher Education Directorate (HED), who will then liaise with the Dean of Faculty and Subject Area Manager (SAM), upon any issues relevant to the programmes.

The person appointed will lead a team of academic staff in the delivery and development of higher education (HE) programmes within their division. The post carries a teaching commitment and the person appointed could also be asked to deliver on other full or part-time HE programmes within the Faculty.

## **KEY TASKS/DUTIES**

The person appointed will be responsible to the Dean of Faculty for the following:

- Curriculum Coordination of the required programmes specific to the subject areas.
- To line manage a team of staff, ensuring consistency and compliance with UCW/University procedures across designated HE programmes.
- To undertake annual appraisal of staff teaching on programmes in this area (where the majority of teaching is at HE level).
- Working with the Dean of Faculty, SAM and the HED, to lead with the timetabling of programmes.
- Tutorship of students, ensuring full compliance with the HE Guaranteed Tutorial Entitlement, Guaranteed Levels of Information and encouraging the highest possible standards.

# JOB DESCRIPTION

- Assisting students in their progression from further to higher education and from higher education to further higher-level study and/or employment.
- Ensuring a proactive approach to the marketing of programmes to achieve HE recruitment targets.
- Managing the delivery, coordination and development of a portfolio of HE programmes within the Division.
- Delivering high quality teaching on a range of HE programmes.
- Achieving key targets in terms of retention, achievement and success.
- Ensuring that effective Quality Assurance processes are implemented and robustly complied with.
- Making sure that staff continually deliver a quality curriculum to meet the needs of students ensuring that progression, achievement and destination targets are met as a result.
- To maintain relevant and up to date industry knowledge and experience.

## GENERIC DUTIES

The generic duties and responsibilities of a Curriculum Coordinator are as follows:

- Managing designated HE programmes, ensuring consistency and compliance with UCW/University procedures.
- Working with the HoF/SAM and the HE Partnership Managers to input into the timetabling of programmes.
- Working with the HoF/SAM to organise cover arrangements, where required, assuring that academic standards are maintained.
- To be the first point of contact with the University Link Tutor.
- Oversee assessment ensuring the assignments are checked by the University Link tutor in advance of the start of the academic year.
- Taking the lead to market the programmes working in collaboration with the marketing and recruitment team within HE Academic Registry Team (HEART).

- To lead the team with the undertaking of student interviews, managing admissions, and making offers to applicants in close collaboration with the awarding body, and with the guidance from the HEART team.
- Ensuring that the Virtual Learning Environment (VLE) for the programme meets with the standards set by UCW and partner universities.
- Working with the Assistant Director HE: Academic Registry to ensure that all students are registered with the University and enrolled at UCW in a timely fashion.
- Undertake curriculum development, to include:
  - Working with the Assistant Director HE: Curriculum and Quality and the Universities Link Tutor to make recommendations, in regard to curriculum;
  - Submitting modifications in the appropriate format and in a timely fashion.
- Coordinating and leading upon the writing of course / student handbooks and module handbooks, liaising with the Programme Team, and submitting all required paperwork to the University, through the HE Quality and Curriculum Team (HECQT).
- To devise an assessment schedule, liaising with the programme team for approval by the partner university.
- To confirm arrangements for internal moderation with the programme team, ensuring that an even spread of student work is sampled.
- To ensure that an appropriate sample of work is available for external moderation (by representative of the awarding body) and for scrutiny by the External Examiner.
- To submit grades for assessed work in compliance with UCW/University Assessment Regulations.
- Where required to attend UCW/University Subject/Exam Boards.
- To liaise with the Higher Education Coordinator for Learning Support regarding students who are eligible for the Disabled Student Allowance (DSA) and other learning support needs.

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- To work with the HE Librarian to timetable the Academic Skills sessions HE.LP delivered by Library Plus.
- To devise agendas and chair Programme Team meetings and follow up any actions arising from them.
- To ensure that the student experience across programmes is highly positive and consistent.
- To ensure the “student voice” is captured including:
  - Induction questionnaire;
  - Module evaluation questionnaire;
  - Identify a Chair for Staff Student Liaison Committee (SSLC) meetings;
  - Ensure full and effective engagement with the National Student Survey (NSS).
- Liaise with HE Library staff to assure that the programme is continually resourced and updated.
- Work with the programme team to produce the Annual Programme Monitoring Report (APMR) and comply with requirements of the appropriate awarding body/bodies in respect of quality monitoring processes.
- Contribute to Periodic Review.
- To attend staff development days organised by partner universities.
- To ensure that the HE Terms and Conditions of study are met in full.
- Motivating and developing members of the programme team.
- Other duties as may be required by the Principal to reflect changes and developments commensurate with the grade of the post.

## **SUPERVISORY RESPONSIBILITY**

Line management responsibility of the teaching team including HE Programme Coordinators (PCs).

## **SUPERVISION RECEIVED**

Reports directly to the Subject Area Manager or Dean of Faculty



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## **HEALTH AND SAFETY**

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## **STAFF DEVELOPMENT**

All staff are required to participate fully in UCW's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

As a member of UCW you will be committed to developing your skills in using technology to enhance learning, including use of the virtual learning environment and classroom equipment.

## **CONDITIONS OF SERVICE**

The College standard Contract of Service for Management Spine staff applies.

### **SALARY**

Management Spine 0-2: £34,642.00 to £36,911.00 per annum.

### **HOURS**

Hours of attendance: 37 hours per week.

Annual Leave: 318.5 hours per annum, inclusive of statutory bank holidays.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

**Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

# PERSON SPECIFICATION

	<i>ESSENTIAL</i>	<i>DESIRABLE</i>
Five GCSEs at grade C or above (or equivalent) including English Language and Mathematics. <i>All applicants must be able to provide evidence of a level 2 qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
A Degree or equivalent level qualification which is appropriate to the work.	✓	
Relevant successful teaching experience in the discreet curriculum area.		✓
Understanding and recent experience of the discreet curriculum area.	✓	
A Teaching Qualification. <i>All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the College) a qualification within the first two years of service.</i>	✓	
Knowledge and experience of current teaching and learning strategies.	✓	
Postgraduate and/or relevant professional experience.		✓
Computer literacy.	✓	
Highly motivated and an ability to motivate staff.	✓	
Excellent organisational skills.	✓	
Excellent interpersonal skills and communication.	✓	
Ability to lead a team.	✓	
Proactive and innovative approach to curriculum design.	✓	
Setting and achieving high standards for self, staff and students.	✓	