

## JOB DESCRIPTION

POST TITLE	:	Curriculum Manager in Construction (16 – 18)
SALARY	:	£48,576
RESPONSIBLE TO	:	Head of Construction and Engineering
CLOSING DATE	:	5.00pm, Monday 12 August 2024
INTERVIEW DATE	:	Tuesday 20 August 2024

### **Main Purpose of the Post**

To make a significant contribution to the effective management of the Division with specific responsibilities for achieving high standards in teaching and learning, student achievement and curriculum co-ordination and development.

### **Main Responsibilities**

- 1 To improve the Division's curriculum in all areas of the Sixth Form provision
- 2 To support continuous improvement to College standards in teaching and learning, and student retention and achievement within the framework of College quality systems.
- 3 To manage the admission of students, their support and on-going progress and development.
- 4 To carry out an agreed programme of classroom observations of full and part-time staff and the appraisal and line management of part-time and some fractional staff.
- 5 To manage delegated resources including allocated accommodation.
- 6 To lead on-going curriculum development in employer facing programmes to meet the needs of students and client groups and to comply with national requirements and best practice.
- 7 To contribute to College and divisional teams, including sharing best practice and being involved in developing the curriculum.
- 8 To maintain records and provide timely information and liaise with colleagues to ensure the effective running of the programmes
- 9 To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 10 To teach, relevant to subject specialism, up to 612 hours per year.
- 11 To maintain a high level of professional development and updating to support the responsibilities of the role.
- 12 To undertake invigilation duties from time to time.

13 To carry out such other duties as the Principal may reasonably request.

# PERSON SPECIFICATION

**POST:** Curriculum Manager in Construction (16-18)

**DIVISION:** Construction and Engineering

		<b>Essential (E) Desirable (D)</b>	<b>To be identified by:</b>
<b><u>QUALIFICATIONS</u></b>			
1	Degree or equivalent level qualification in a Construction related subject	E	Application form
2	Recognised teaching qualification or be willing to work towards	E	Application form
3	Assessor and verifier qualifications	E	Application form
<b><u>KNOWLEDGE</u></b>			
1	Knowledge of funding methodology in the Further Education sector	E	Application form/ Interview
2	A good working knowledge of City & Guilds, Ascentis, SummitSkills, EAL and BPEC programmes	E	Application form/ Interview
3	A knowledge and awareness of T Levels curriculum	D	Application form/ Interview
4	A general knowledge of each sector area	D	Application form/ Interview
5	Experience of working with Quality Assurance systems	E	Application form/ Interview
6	Awareness of Safeguarding Legislation	E	Application form/ Interview
<b><u>EXPERIENCE</u></b>			
1	Experience of successful teaching of Construction Qualifications across a range of programmes	E	Application form/ Interview
2	Ability to display excellent teaching skills	E	Application form/ Interview
3	Experience of liaising with exam boards	D	Application form/ Interview
4	Record of high rates of student success	E	Application form/ Interview

5	Successful development and introduction of new programmes	D	Application form/ Interview
6	Successful management of substantial programmes relevant to the curriculum area for at least 2 years	E	Application form/ Interview

**PERSONAL**

1	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet and IT in the classroom	E	Interview
3	Commitment to ongoing professional development	E	Interview
4	Enthusiasm for the role or further education in building futures and changing lives	E	Interview
5	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
6	Commitment to College's Single Equality Policy	E	Interview

**STANDARD COLLEGE REQUIREMENTS**

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Interview
3	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*