

JOB DESCRIPTION

POST TITLE	:	Curriculum Manager – English (Maternity Cover)
SALARY	:	£49,790
RESPONSIBLE TO	:	Head of Maths and English
CLOSING DATE	:	5.00pm, Monday 24 February 2025
INTERVIEW DATE	:	Tuesday 4 March 2025

Main Purpose of the Post

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

Main Responsibilities

- 1 To support continuous improvement to College standards in teaching and learning, and student retention and achievement within the framework of College quality systems.
- 2 To manage the admission of students, their support and on-going progress and development.
- 3 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.
- 4 To manage delegated resources including allocated accommodation.
- 5 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.
- 6 To contribute to College and divisional teams, including sharing best practice and being involved in developing the curriculum.
- 7 To maintain records and provide timely information and liaise with colleagues to ensure the effective running of the programmes
- 8 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.
- 9 To teach, relevant to subject specialism, up to 612 hours per year.
- 10 To maintain a high level of professional development and updating to support the responsibilities of the role.
- 11 To undertake invigilation duties from time to time.
- 12 To carry out such other duties as the Principal may reasonably request.

PERSON SPECIFICATION

POST: Curriculum Manager – English

DIVISION: Maths and English

		Essential (E) Desirable (D)	To be identified by:
<u>QUALIFICATIONS</u>			
1	Degree or equivalent level qualification in a relevant discipline	D	Application form
2	Recognised teaching qualification	E	Application form
3	Assessor and verifier qualifications	D	Application form
4	Possess or be willing to work towards an appropriate Health & Safety qualification within 6 months	E	Application form
<u>KNOWLEDGE</u>			
1	Knowledge of GCSE and Functional Skills programmes	E	Application form/ Interview
2	A good working knowledge of 16 -18, adult education and work based learning strategies	E	Application form/ Interview
3	Experience of working with Quality Assurance systems	D	Application form/ Interview
4	Awareness of Safeguarding Legislation	D	Application form/ Interview
<u>EXPERIENCE</u>			
1	Experience of successful teaching 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 colleagues in other departments	D	Application form/ Interview

4	Record of high rates of student achievement and retention	D	Application form/ Interview
5	Successful implementation of curriculum developments	E	Application form/ Interview
6	Successful management of substantial programmes relevant to the curriculum area	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 of 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	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	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.*