

**Job Title:** Curriculum Area Manager

**Salary:** MS 1-6

**Reports to:** Head of Faculty

**Curriculum area:**

## Job Description

### Job Purpose

To take responsibility for curriculum management, quality assurance, planning and development, and employer liaison within a curriculum area. To take responsibility for commercial targets within the curriculum area and to develop innovative and creative means of increasing commercial income. Where appropriate to integrate WBL into the FE/HE curriculum. To manage staff performance and their CPD to ensure learners are placed at the core of the curriculum area and receive the highest standards of learning and teaching.

### Key Responsibilities

- To lead and co-ordinate defined curriculum area/s within the Faculty, and be the first point of contact for day-to-day operations.
- To engage with the local business community in order to ensure the curriculum offered meets national and regional needs, and seek to expand WBL opportunities within the Faculty
- To provide leadership for curriculum development, advising the Head of Faculty on the setting and achieving of annual FE/WBL/HE targets, and the validation of any new or revised FE/WBL/HE/short Course programmes and targeting commercial income as set at annual planning.
- To lead, motivate and inspire staff and provide direct line management of staff teams (and Section Leads where appropriate) within the curriculum area/s including the leadership and management of staff performance, appraisal, probation and attendance in accordance with College procedures and guidance.
- To support the Head of Faculty in leading change by adopting an open, supportive and inclusive management style
- To deputise on occasions for the Head of Faculty to ensure the smooth running of the Faculty particularly at key points throughout the year to take responsibility for all Health & Safety matters within the Curriculum, working in partnership with the College's Health & Safety Manager.
- To ensure the professional upskilling of staff via CPD to meet the current and future curriculum and WBL needs.
- To plan and manage budget allocations within the curriculum area/s and secure financial control and value for money in all activities including external projects in compliance with cross College finance and procurement policies
- Where the curriculum area has specialist commercial facilities, to assume the operational management of such facilities with the Head of Faculty.
- To teach a timetable as agreed with the Head of Faculty in accordance with the terms and conditions of employment and professional duties for lecturers.
- To liaise with the Faculty Support Team (including Learner Coach) to monitor student performance for all timetabled sessions, within the curriculum area and maximise student outcomes including indicators such as attendance, completion and attainment across the entire learning programme.
- To provide leadership for student behaviour and work with the Course Tutors to ensure high standards of student discipline and behaviour in accordance with College procedures.
- To ensure learners maximise the use of learning resources, and participate in cross college initiatives, including enrichment and PSHE.

- To liaise with Course Tutors to ensure that induction, personal tutorials, admissions interviews and other curriculum related strategies are implemented in accordance with College policy.
- To ensure Faculty compliance with recognised College procedures, including management of Sector Subject Area student data and attendance management in all timetabled sessions including e-learning
- To manage and co-ordinate course teams to improve student performance, literacy and numeracy and learning and teaching.
- To undertake teaching observation and learner walks as agreed with the Head of Faculty.
- To retain specialist curriculum knowledge, and keep in touch with/advise on curriculum research and national developments within the curriculum area.
- To liaise with the Quality, Learning & Teaching Manager to support the production of high quality course materials, including schemes of work, lesson plans, assessments and learning materials.
- To be responsible for monitoring, via the Course Tutors, the organisation of internal and external examination and assessment, including the co-ordination of internal and external verification, and associated administration for FE, HE, WBL and commercial activities.
- To work in close partnership with the Head of Faculty, Faculty Support Team and Time-tablers to ensure that deadlines are met and provisional time-tables are issued to staff in good time prior to the commencement of the next academic year.
- To undertake relevant employment or student based investigations at the request of Head of Faculty or Director of Resources
- To work with the Faculty Support Team to ensure that all curriculum area students are recorded on MIS with correct status, and ensure that the curriculum area provides accurate and timely information for the Colleges MIS systems.
- To monitor and ensure course teams respond to any external queries via phone or email in a timely fashion.

### **General Responsibilities**

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- All College employees are required to safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.
- To comply with the requirements of the Welsh Language Standards and contribute towards facilitating language choice within the College's service and curriculum provision.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

## Person Specification

Selection Criteria	Essential	Desirable	Method of Assessment
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• Appropriate teaching qualification</li> <li>• If not held, undertake a minimum level 5 professional qualification within an agreed timescale</li> <li>• Undertake relevant management training/qualifications as may be required by the Head of Faculty</li> </ul>	<ul style="list-style-type: none"> <li>• Trained peer assessor</li> <li>• PMAR Teaching Excellence status</li> <li>• Minimum level 5 relevant professional qualification</li> </ul>	Application Form
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing and leading a team</li> <li>• Proven track record of delivery of innovative and successful provision and curriculum development which enhances progression and employability prospects</li> <li>• Experience of the development of high quality course and learning materials</li> <li>• Detailed knowledge of internal and external examination and assessment processes</li> <li>• Proficient in the use of Microsoft Office products</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within commercial enterprises.</li> <li>• In depth knowledge of research and national, regional and local developments affecting FE Colleges within the specified curriculum area</li> </ul>	Application Form/Interview
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Strong people management skills</li> <li>• Ability to engage and motivate staff to build successful teams</li> <li>• Ability to build positive relationships with external agencies and bodies</li> <li>• Ability to manipulate and evaluate complex data and prepare and present reports and other management information</li> <li>• Ability to successfully manage and control budgets</li> <li>• Excellent interpersonal and communication skills</li> <li>• Able to work accurately towards targets and deadlines.</li> <li>• Excellent organisational skills</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to meet and greet in Welsh for the purpose of providing customer service</li> </ul>	Interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to use own initiative, strong decision making skills.</li> <li>• Approachable, consultative, flexible and professional manner</li> <li>• Proactive approach to work on an individual and team basis</li> <li>• Diplomacy and discretion</li> </ul>		Interview
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Suitable to work with children and vulnerable adults</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	

Mae'r ddogfen hon ar gael yn Gymraeg | This document is available in Welsh