



**Westminster Kingsway College
Job Description and Person Specification**

Post:	Curriculum Manager - A Levels
Contract:	Permanent
Hours:	35 hours per week
Reporting to:	Head School – A Levels
Grade:	Leadership and Management
Salary:	£41,095 - £47,615 per annum

Key Purpose

This management role in the school of A Levels that is designed to support teaching teams to ensure that all students are making excellent academic progress and that they are accessing personal development opportunities to extend their progression choices and enrich their overall educational experience.

Main Duties and Responsibilities

- To lead on and promote high quality learning, teaching and assessment strategies that improves student progress and levels of attainment across designated A Level courses.
- To manage designated course teams and personal tutors to ensure that regular and effective progress reviews are carried out and that these are having a significant impact on student progress and attainment.
- To manage designated course teams and personal tutors to ensure that regular and effective assessment feedback ensures that all students know what they need to do to improve their work and to make progress and that this makes a significant impact on the progress and attainment of all students.
- Identify issues early with students including low attendance, declining grades etc. and be proactive in identifying and organizing timely intervention strategies that are not making the levels of progress that they are capable of.
- Promote and target students towards personal development opportunities that will stretch and challenge all students.
- To provide curriculum leadership to designated A Level course team(s).
- Help direct and support students' progression to an identified next step including Higher Education, apprenticeships and employment.
- Work with and support students with strategies that break the link between lower levels of educational attainment of those with perceived disadvantages.

- To promote an aspirational culture for student punctuality, attendance and retention in liaison with personal tutors and designated course team, in order to improve performance and meet College targets.
- To take an active role in reviewing the curriculum, learning and teaching strategies and to monitor quality in order to promote continuous improvement
- To contribute to the general development of the curriculum and pedagogic practices within the School.

Learning and teaching duties

- To prepare lesson planning documentation and schemes of work in order to ensure thorough preparation for the delivery of learning and teaching.
- To assist in the admissions, enrolment and placement of new learners.
- To co-ordinate regular assessment of learners, provide prompt feedback to them and complete progress reports.
- To monitor learners' attendance, punctuality and retention in liaison with personal tutors and the course team.
- To review course provision with the course team(s).
- To tutor groups of learners and provide tutorial support, assisting them in their academic and personal development.
- To contribute towards embedding the College's quality processes and procedures, through leading designated course team(s).
- To liaise with cross College staff and other course teams.
- To organise and take part in learner trips and other enrichment activities.
- To assist with the marketing and publicity of courses.
- To take part in college open days, exhibitions and parents' evenings.

General duties

- Promotes all College policies, particularly those which refer to equality of opportunity. Maintain standards of student behaviour and Safeguarding young people and vulnerable adults.
- To implement Health and Safety and Security procedures in accordance with statutory and College requirements.
- To actively participate in continuous professional development.
- To work with the School Management Team to ensure appropriate arrangements for class cover are in place.
- To undertake any other duties consistent with the key objectives and/or main duties of the post.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.

- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

- The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
- The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evenings and weekends.
- This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

SAFEGUARDING

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	A recognised teaching qualification	X	
	A relevant degree in either science, maths or a humanities subject	X	
	Coaching qualification		X
Knowledge / Experience	Substantial A Level teaching experience some of which should ideally be in Further Education.	X	
	Extensive understanding of added value and a track record of using AV data to improve rates of student progress and student outcomes	X	
	A solid understanding of teaching, learning and assessment strategies/pedagogies particularly in relation to A Level delivery.	X	
	Curriculum leadership/co-ordination experience.	X	
	Experience of leading a team/tutoring experience.	X	
Skills / Abilities	The ability to enthuse and inspire students.	X	
	A keen interest in the latest research into evidence-based teaching and learning strategies	X	
	Rapport building and effective outcome-based relationships; overcoming challenges in attitude and behaviour which form barriers to work.	X	
	The ability to support others through change and in a way where others feel motivated.	X	
	A strong sense of purpose and the drive to achieve agreed goals.	X	
	Good written skills.	X	
	Good oral/interpersonal skills.	X	
	Good organisational skills.	X	
	IT skills.	X	
Commitment to learners and learner achievement.	X		
Safeguarding young people and vulnerable adult	<p>A strong understanding of and commitment to safeguarding young people and vulnerable adults.</p> <ul style="list-style-type: none"> • motivation to work with children/young people/Vulnerable adults • ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults • emotional resilience in working with challenging behaviours • attitudes to use of authority and maintaining discipline. 	X	