

## JOB DESCRIPTION

Job Title	Curriculum Manager
Salary Scale/Grade	£4,000 allowance [In addition to FTE Academic Salary] plus remission
Responsible to	Assistant Principal
Date of Job Description	April 2023

### Purpose

Reporting to an Assistant Principal the Curriculum Manager will be responsible for the day-to-day operational management of a designated curriculum area at City of Portsmouth College.

The post holder will be expected to lead and manage a team of academic and support staff, ensuring all duties are effectively undertaken to deliver high quality teaching, learning and assessment through a responsive and relevant curriculum.

The duties and responsibilities of this role as outlined above and below are in addition to those of a Lecturer.

### Main Duties and Responsibilities:

- Support and secure commitment of line-managed staff to the vision, ethos and direction of the college to be inspirational, aspirational and inclusive setting
- Model a culture of high expectations and continuous improvement and ensure these values and behaviours are demonstrated by staff and students
- Implement, deliver and review strategic objectives
- Contribute to the planning and development of the curriculum area including the development of new courses and appropriate pathways according to the needs of the community and employers
- Implement new initiatives and innovations which enhance curriculum delivery, student engagement and promote employability
- Contribute to the timely, accurate and effective completion of quality processes to drive forward improvements in the curriculum area including target setting, review and assessment of impact
- Monitor and develop the quality of teaching, learning and assessment ensuring consistently high standards in collaboration with the Assistant Principal & TLA team
- Actively support and promote the college's digital strategy within the curriculum area
- Monitor key performance indicators including achievement, retention, recruitment, progression and attendance so they meet or exceed targets
- Manage the guidance, selection and induction of students and ensure support is in place
- Ensure the conduct of students is dealt with effectively through the intervention process
- Manage the student experience in the curriculum area including the use of student voice
- Collaborate with tutors to ensure pastoral support is effective and students are engaging

- Manage staff effectively, allocating fair and effective workloads, conducting talent development reviews and ensuring training and development needs are met promoting excellence and professionalism
- Contribute to the effective deployment of resources ensuring cost effectiveness and sustainability

### **Specific Key Responsibilities**

#### **Leadership & Management**

- To lead through your duties and position to be a role model for best practices and standards for your team
- To oversee the day-to-day operational management of the curriculum team
- To ensure that all individual team members personal work complies with college standards and is carried out properly, effectively and within deadlines
- Carries out Talent Development Reviews for those staff who report to the post, to ensure their continuing staff development and support internal talent growth and development
- To support, mentor and develop line reports and identify individual training and development needs and implement where required including statutory training and performance management
- To liaise with other internal departments to ensure all members of the team have all required mandatory training at the start of their employment and refreshed on an annual basis
- Deliver the line manager element of inductions and where appropriate any role specific training
- Champion, promote and support equality of opportunity and diversity including active promotion of British values for staff and students and to implement the college's Equality policies in the areas of responsibility
- To work as part of the team to create an inspiring environment with an open communication culture
- To carry out regular team meetings and 1:1s with staff
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental, and inclusive team culture.
- To keep up to date with national, regional, and local trends, initiatives and priorities which affect the provision

#### **Quality Assurance & Improvement**

- Contribute to the process of self-assessment within the curriculum area and on a college wide basis
- To write the curriculum area's self-assessment report and quality improvement plan
- Monitor and update the curriculum area's quality improvement plan
- Enable quality to be improved using information on attendance, retention, and attainment across different groups of learners ensuring gaps between groups are identified and addressed rapidly
- To lead learning walks to monitor and support improvements in teaching and learning
- To use student voice effectively to support improvements in teaching, learning and assessment and student experience
- Lead on IQA, EQA and SV activity where appropriate
- Ensure every apprentice has a clear EPA plan in place where appropriate

#### **Teaching Learning and Assessment**

- To teach on courses within or outside the faculty and to demonstrate excellence
- To lead the development of effective high-quality teaching and learning
- To ensure that all students in the area are effectively managed and supported including the implementation of the college tutorial policy, the assessment strategy and tracking systems
- Embrace digital technology in everything that we do

- To implement the college's ME strategy and to ensure that other skills necessary to function as an economically active member of British society and globally, are embedded in teaching and learning

#### Students

- Leading by example and modelling sector expertise, to ensure ambition and motivate students, apprentices, trainees, programme leaders, instructors, and assessors to achieve the highest standards of performance
- Manage the contributions of your curriculum area to the on-going recruitment of students including marketing materials, subject information, school liaison activities and open events and ensure the quality of these
- Managing the enrolment of students on to appropriate study programmes/apprenticeships including deployment of curriculum staff, programme checks and signoff and contributing to late enrolment process
- Ensure apprentices are enrolled and timetabled to all mandatory qualifications required for their standard including maths and English where appropriate
- Ensure students receive appropriate induction onto courses in your area, including initial assessments, and are supported to make positive early progress
- Ensure students are on course to succeed and this is tracked and monitored appropriately
- Ensure progress reviews with the apprentice and employer take place at least every 12 weeks where appropriate
- Ensure timely and appropriate interventions are in place to support improved student progress or appropriate conduct
- Ensure students in the curriculum area are receiving the academic or pastoral support they need to succeed and progress
- Manage the effective delivery of progression activities in the curriculum area including transition between courses and support for activities for next step destinations
- Ensure implementation, tracking and recording of work experience/industry placement/off-the-job training as appropriate
- Ensure implementation, tracking and recording of enrichment activities as appropriate

#### Curriculum

- Contribute to a responsive and relevant curriculum offer to ensure the curriculum area programmes are distinctive, innovative, inclusive and student centred
- Contribute to a curriculum offer with suitable breadth, depth, and relevance to meet the needs and interests of students, employers, and other stakeholders
- Develop curriculum area pathways that widen participation and enable progression to higher level qualifications, skills, university, jobs, and self-employment
- Consistently seek growth in the curriculum area and use innovative and entrepreneurial strategies to attract student numbers
- Undertake school and other institutional partnership activities which lead to growth in student numbers
- Support engagement in business development activities including Employer Advisory Boards that ensure the curriculum meets the requirements of employers and other stakeholders'

#### Finance and Resources

- Ensure student planned hours meet funding requirements
- Ensure timetabling of staff and rooming gives efficient deployment of staff and excellent staff utilisation to meet the curriculum plan
- Deploy resources across the curriculum area working collaboratively with the relevant Assistant Principal

- Ensure resources are fit for purpose and used effectively
- Ensure full compliance with apprenticeship funding rules and relevant ESFA/ IfATE contracts

Quality, Standards and Compliance:

Continuous Improvement.

- To support, mentor and develops line reports
- To carry out fortnightly 1:1 meetings with line reports to provide regular feedback, discuss performance and recognise achievements and attend and participate in 1:1 meetings with your line manager
- To attend and participate in monthly team meetings
- To work as part of the team to create an inspiring environment with an open communication culture
- To encourage, support and engage with all members of the team working to achieve goals and priorities within a positive, developmental and inclusive team culture Personal Development
- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
- Work within the security guidelines and any relevant codes of practice and rules laid down by the College.
- Complies with the College's Code of Conduct for employees and any regulations which apply to the role/work area

Diversity and Inclusion and College values

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity, diversity and inclusion and College values Safeguarding and PREVENT Responsibilities
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding, PREVENT and promoting the welfare of children

Data Protection and Confidentiality

- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality

Health & Safety

- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments
- Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare

- Ensure timetabling of staff and rooming gives efficient deployment of staff and excellent staff utilisation to meet the curriculum plan  
Deploy resources across the curriculum area working collaboratively with the relevant Assistant Principal  
Ensure resources are fit for purpose and used effectively  
Ensure full compliance with apprenticeship funding rules and relevant ESFA/ IfATE contracts

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**PERSON SPECIFICATION CURRICULUM MANAGER**

<b>Job Title</b>	Curriculum Manager		
<b>Department</b>	Curriculum & Quality - Academic		
<b>Salary Scale/Grade</b>	£4,000 allowance [In addition to FTE Academic Salary] plus remission		
<b>Criteria</b>	<b>Description</b>	<b>Essential Desirable (E/D)</b>	<b>Assessed By Application Interview Test</b>
<b>Education &amp; Qualifications</b>	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	A/T
	2 to 3 A Level passes or equivalent in a relevant subject	E	A
	Undergraduate Degree or equivalent in a relevant subject	D	A
	Teaching Qualification in a relevant subject (QTS/QTLS)	E	A
	Recent teaching experience in relevant curriculum area	D	A
<b>Experience</b>	Evidence of recent and relevant professional development activities	D	A/I
	Experience of developing and delivering a range of related provision at different levels	E	A/I
	Effective leadership of learning and/or teams	D	A/I
	Track record of growing student numbers	E	A/I
	Track record of improving retention, achievement, and progression	E	A/I
	Evidence of outstanding teaching	E	A/I
<b>Skills, knowledge, and competencies</b>	Commitment to student success and progression and an understanding of how it may be achieved and lead on quality assurance	E	A/I
	Ability to work effectively with colleagues to achieve faculty and college objectives	E	A/I

	Ability to communicate effectively both orally and in writing	E	A/I
	Very good literacy, numeracy and IT skills	E	A/I
	Demonstrates an ability to proactively support staff well-being	E	A/I
Personal characteristics	Passionate about teaching and learning and the student experience	E	A/I
	Committed to lifelong learning and to increasing the inclusivity and quality of education and training	D	A/I
	Able to respond to and create curriculum innovations	E	A/I
	Able to work as a member of a team	E	A/I
	Professional approach to work and appearance	E	A/I
	Commitment to excellence and quality	E	A/I
Other	A commitment to safeguarding and the wellbeing of learners	E	A/I
	This post is subject to an enhanced Disclosure and Barring Service check.	E	A/I

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.