Job title:	Curriculum Development Manager for Horticulture & Animal Care
Reports to:	Head of Curriculum
Business area:	Horticulture and Animal Care
Responsibility for others:	Yes

Role purpose:

To assist the Head in managing and developing the curriculum, including the management of staff and resources in the area.

To improve outcomes for students by achieving and maintaining high standards of performance through tracking, monitoring and inspiring staff and students.

The following list is intended to give an indication of the range of duties and responsibilities it does not specify all aspects of the role.

Main responsibilities:

Curriculum Management & Development

- Assist the Head in the planning, reviewing, developing, designing and implementation of a curriculum which satisfies our communities' continuing needs
- Provide leadership for the development of up-to-date materials and resources to support curriculum development, teaching and learning
- Support the implementation of local and corporate strategies to improve the quality of teaching, learning and assessment
- Improve the delivery of the schemes of work and the assessment, recording and reporting of student achievement
- Celebrate student success and facilitate the sharing of good practice
- Liaise with external agencies / partners to ensure high-quality and cost-effective delivery of provision
- Monitor and address attendance, punctuality and student disciplinary issues
- Ensure appropriate attention is given to the promotion of equality and diversity in the curriculum

Quality

A shared responsibility for the performance of courses through:

Monitoring the curriculum area's performance against Key Performance Indicators including:

- recruitment rates and targets
- success, retention and achievement rates and targets
- value added
- attendance targets

- Engaging with College information systems and working with course teams to regularly monitor retention and address emerging issues
- Ensuring course teams comply with the College's quality processes, for example, following the curriculum and quality calendars including the development of course reviews
- Ensuring timely and appropriate completion of action and improvement plans
- Ensure that appropriate initial curriculum advice and guidance is in place to deliver "right student, right course"

Human Resources

Be the line manager for some staff within the area (as required), and support the Head with other aspects of staff management including:

- Planning and monitoring the core and flexible staffing needs of the area
- Taking part in the recruitment and selection of staff
- Inducting new staff to the area
- Coaching and mentoring of staff as appropriate

Financial Management

Assist the Head in maintaining a healthy position for the area including:

- Ensuring efficient use of resources, including rooms and equipment
- Ensuring timely completion and submission of registers and other student-related documentation and returns
- Possible management of a delegated budget

Marketing

Contribute to College marketing activities, particularly through schools' and employer liaison activities and supply of prospectus and website content.

Teaching

The teaching commitment will be determined and communicated as part of the curriculum and strategic planning activity. In the 2022 - 2023 academic year the likely annual teaching commitment of 621 hours which would need to be delivered in department.

Responsibilities of all Wakefield College employees:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all College policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.

- Ensure risk assessments are undertaken, updated, and submitted in line with College policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

At Wakefield College we transform lives through learning and have strong values describing what matters to us. It is important that we show how we always support and live those values.

- *Responsiveness*
  We exist to serve the needs of our communities.

- *Teamwork*
  Our clear vision and common purpose foster a strong sense of belonging.

- *Inclusiveness*
  We are a 'College for All' offering opportunities for everyone.

- *Respect*
  We value others, and this determines our behaviour towards them.

- *Excellence*
  We are proud of who we are and what we do.

- *Responsibility*
  Everyone takes personal responsibility for their actions.

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to: an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and also medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Person Specification: Curriculum Development Manager for Horticulture and Animal Care		
Please provide evidence in your application of how you meet the criteria listed below.	**Criteria: Essential Desirable**	**Assessed: Application Interview Task Reference**
Qualifications and Training:		
Relevant degree or professional qualification of an equivalent level	E	A
PGCE or equivalent teaching qualification	D	A
Undertake the Wakefield College "Programme of Excellence" upon appointment (if required)	E	A
GCSE A*- C / 9 - 4 in Maths and English qualifications or equivalent	E	A
Safeguarding Awareness and Prevent training (or to be completed within one month of appointment)	E	I
Management qualification	D	A
Relevant Experience:		
Successful experience of teaching across a range of levels	E	A, I
Track record of improving the learner experience	E	I
Experience of using digital learning technologies in teaching and learning	E	I
Experience of working with/in relevant external organisations	D	A, I
Supervisory/curriculum/course management experience within a College or Post-16 School environment	D	A, I
Experience of budgeting	D	A, I
Management experience in FE	D	A, I
Skills and Knowledge:		
The ability to make accurate judgements about the quality of teaching, learning and assessment	E	I
Ability to plan complex activities	E	I
Ability to influence decision making	E	I
The ability to form and maintain appropriate relationships and personal boundaries with all students and staff	E	I, R
The ability to maintain appropriate discipline through use of positive behaviour strategies	E	I, R
An appropriate attitude in relation to the use of authority	E	I, R
Ability to use Management Information Systems	D	I
Additional Factors:		
A professional approach	E	I, R
A flexible approach to working practices and adaptable to change	E	I
Good team member	E	I, R
Ability to work in a busy environment with tight deadlines	E	I, R
A commitment to the principles of Equality and Diversity	E	I
As the College is a multi-campus site, flexibility and willingness to work across all sites is required	E	I