

## JOB DESCRIPTION

<b>Post:</b>	<b>Curriculum Manager</b>
<b>Responsible to:</b>	<b>Head of Faculty</b>
<b>Pay Band:</b>	<b>SP 30 - 31</b>

### GENERAL

In order that the best performance and outcomes can be achieved by students and by the college, all college managers will operate and perform within a framework of transparency, respect, and positive challenge; trusting and supporting each other and the teams for whom they have responsibility. All college managers are expected to be flexible in their approach, corporate, pro-active and responsive to changing demands and responsibilities and passionate about the success of the college.

### JOB PURPOSE

To lead designated curriculum areas within the faculty.

### MAIN TASKS

**Work with the Head of Faculty and the Quality Lead to devise and carry through plans for course provision, student numbers, curriculum, quality and personnel.**

- Maintain contact with employers, schools, and other outside organisations involved in the work of the curriculum area.
- Contribute to the promotion of the curriculum area and the college's provision.
- Develop new courses and accreditation according to the needs of the community, industry and commerce.
- Contribute to the planning and oversee developments in the curriculum, both on and off the college main sites, including flexible provision.
- Work with others to ensure the accuracy and reliability of college information systems.

**Work with the Head of Faculty and the Quality Lead to ensure that the curriculum, the promotion of learning and student achievement are all of high quality.**

- Work with college managers and staff teams, including hourly paid lecturers to set objectives for the curriculum area.
- Agree and monitor targets for quality improvement and manage the means by which they may be achieved.
- Contribute to the process of self-assessment within the curriculum area and on a college-wide basis.
- Ensure that the College systems of quality assurance are in effective use.
- Enable quality to be improved through the use of information on student attendance, retention and attainment.
- Act as an internal verifier, standards moderator or similar where appropriate.
- Assist in the planning and overseeing of developments in the faculty's curriculum.
- Work with others to ensure the accuracy and reliability of college information.
- Support, contribute to and take personal responsibility for implementing the College's commitment to equality and diversity and safeguarding.

#### **Teach and supervise students**

- Teach on courses within or outside the faculty;  
Undertake related curriculum development and evaluation, student assessment, record keeping, liaison with tutors, etc;
- Oversee the guidance, selection, admission, induction, welfare and conduct of students, and the related formal student procedures in conjunction with others.

#### **Work with the Head of Faculty in the effective use of human and physical resources.**

- Contribute to the observation of student learning;
- Advise on the appointment of college staff;
- Contribute to the implementation of the college ilt strategy;
- Contribute to the management of a specialist facility or area of the college estate.

## **Other Duties Applicable To All Staff Working At Abingdon and Witney College**

- Take personal responsibility at all times for ensuring the welfare of students, apprentices and visitors by ensuring their access to the support, services and resources available. It is expected that all members of staff will play a part in ensuring that all students are safe, happy and complete their programmes successfully.
- Comply with College procedures in relation to Safeguarding and the Prevent agenda.
- Participating in a programme of personal development.
- Keeping abreast of developments in your area.
- Adhering to the Health and Safety policies and procedures in force within the College, with particular regard to your own safety and that of other people using the College.
- Adopting high standards of customer service.
- Staff must abide by any College policies in relation to dealings with staff and students, e.g. communications, equal opportunities and employment policy.

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, at any of the College sites.

The College reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

## PERSON SPECIFICATION

It is **essential** that the post holder has:

	<b>Essential criteria</b>	<b>How assessed</b>
<b>1</b>	Relevant degree, HND, professional or equivalent qualification;	Application Form, Certificates
<b>2</b>	Full teaching qualification	Application Form, Certificates
<b>3</b>	An absolute commitment to student success and progression and an understanding of how it may be achieved and lead on quality assurance;	Application Form, Interview Questions
<b>4</b>	Committed to lifelong learning and to increasing the accessibility and quality of education and training;	Application Form, Interview Questions
<b>5</b>	Outstanding teacher of students of all levels of ability;	Application Form, Interview Questions, References
<b>6</b>	Familiar with current curriculum trends in the work of the area, including approaches to flexible learning, and is able to draw up appropriate plans;	Application Form, Interview Questions
<b>7</b>	Up to date with educational development within the Section and can lead on and implement change where required;	Application Form, Interview Questions
<b>8</b>	Ability to work effectively with colleagues to achieve faculty and college objectives;	Application Form, Interview Questions
<b>9</b>	Ability to communicate effectively, both orally and in writing.	Application Form, Interview Questions, Tests
<b>10</b>	Numerate, and has a high level of interpersonal skills;	Interview Questions, Tests
<b>11</b>	Enthusiastic, committed and flexible in approach to their work and is able to manage their own time and work under pressure;	Application Form, Interview Questions
<b>12</b>	Ability to work effectively on any of the college sites or where the college provides services..	Application Form, Interview Questions

It is **desirable** that the post holder has:

	<b>Desirable Criteria</b>	<b>How Assessed</b>
<b>1</b>	Qualifications as an assessor and internal verifier.	Application Form, Certificates
<b>2</b>	Relevant experience in employment outside education.	Application Form

## CONDITIONS OF SERVICE

<b>Salary:</b>	SP. 30 - 31
<b>Payment:</b>	Monthly payments direct to bank via BACS
<b>Holidays:</b>	37 days per annum plus Bank Holidays, to be taken, where possible, outside of College term times, pro rata
<b>DBS:</b>	All employees undergo a Disclosure and Barring Service (DBS) check. Copies of the Disclosure and Barring Service Code of Practice and the College's policy on the 'Secure Storage, Handling, Use, Retention & Disposal of Disclosure and Barring Service (DBS) Disclosures and Disclosure Information' are available on request.
<b>Pension</b>	Employees are automatically admitted to the to the Teachers' Pension Scheme. Details can be obtained from the College on appointment.

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

**SAFEGUARDING AND PREVENT** - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

**EQUAL OPPORTUNITIES** - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



**Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:**

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.