

## THE CORNWALL COLLEGE GROUP

### Job Description

**Post title:** Curriculum Area Manager – Catering, Hair & Beauty  
**Based at:** St. Austell  
**Reports to:** Head of Campus  
**Responsible for:** Academic teams  
**Terms & Conditions** Management Contract

I.	Role Purpose:
1.1	To be accountable for the performance and quality of your Curriculum Area including attendance, retention, achievement and learner experience within budget. To be responsible for all quality assurance systems including those carried out by internal bodies and external organisations.
1.2	To contribute through the Campus Leadership Team through value-led leadership and management, displaying integrity, valuing and promoting inclusivity and driving a culture of relentless ambition for the College and our learners. To assist the Head of Campus to develop an aspirational culture by developing stretch and challenge activities and initiatives which raise the progress, performance and attainment of all learners to support progression to further / higher education or employment
1.3	To lead on the development and delivery of inspiring, responsive and innovative Teaching, Learning and Assessment (TLA). To contribute to College Teaching, Learning and Assessment Strategy ensuring the development of TLA in order to improve its consistency and quality.
1.4	To develop an exciting curriculum which equips learners with the real-world skills, knowledge and aptitudes to give them competitive advantage in their future career. To be clear on the intent of your area and ensure that you design curriculum to mete your intent.
1.5	To ensure an excellent staff experience through a culture of involvement, empowerment, coaching and development. Ensure effective staff development for your area and contribute to the wider College development programme.
1.6	To be the ambassador for the Curriculum Area with internal and external stakeholders. To set and drive high standards within your area. Produce the SAR for your Curriculum Area.

1.7	To help drive improvements in the learner experience through effective planning, communication, effective learner voice and responsiveness to need.
1.8	To ensure the effective recruitment of learners and grow provision which is responsive to learner and employers' needs.
1.9	To role model excellence in your own practice of TLA, teaching as required by the organisation.

<b>2.</b>	<b>Key Responsibilities: Teaching and Learning</b>
2.1	Develop an ambitious curriculum including the annual curriculum plan, timetabling and staff requirements. Ensure curriculum innovation and development to meet local, regional and national demand and need. Anticipate and respond to current practice and support new models of learning, developing these in line with national changes to ensure a leading-edge high-quality provision. Ensure that CP takes account of all required elements of curriculum such as industry placements and English & Maths.
2.2	Ensure the high quality of provision across the whole of the programme of study through learning walks, lesson observations, reviews of learners work and TLA reviews. Ensure all IQA is completed in a timely and effective way through robust quality assurance systems. Ensure that effective preparation is undertaken for all quality assurance processes such as course reviews, panel and boards, EQA visits, Ofsted visits etc.
2.3	Evaluate the performance of programmes in relation to agreed KPIs. Use college systems effectively to monitor and improve the quality of provision. Ensure the quality, timeliness and accuracy of data. Hold staff and learners to high standards. Ensure effective cover arrangements are in place to ensure quality of education.
2.4	Ensure that teams use College systems to drive quality improvements. Ensure that training and development are put in place to make best use of systems and electronic / virtual teaching methods.
2.5	Ensure that teams have set appropriate ambitious learner targets in your area taking account of starting points. Where appropriate targets are not set ensure that timely action is taken to remedy this.
2.6	Ensure that all teams have suitable SOW, assessment plans and lesson plans in place. Ensure that planning documents are available via Moodle to enable effective cover when needed.
2.7	Where provision is falling below required standards intervene in a timely way to address issues. Work effectively with the teaching and learning coaches to ensure timely development and support are in place where needed.
2.8	Ensure effective recruitment of learners including ensuring team leads / programme leads have effective plans for open events and schools liaison. Ensure teams understand their responsibility to work with marketing and schools liaison to provide high quality course information , taster days , open events etc.
2.9	Ensure that all learners including Adult, WBL, HE, FE and FCR have an excellent learner experience.

3.	<b>Key Responsibilities: Leading Teams</b>
3.1	Ensure all team members engage with the performance appraisal process and have a personal development plan. These must be evidence based taking account of learning walks, lesson observation, learner surveys and course outcomes and feedback. Ensure all team members have a chance to discuss their career aspirations, job satisfaction and their staff experience on an individual basis at least annually.
3.2	Ensure all team members are provided with development to support improvements in teaching learning and assessment. This will include a range of development activities such as industry days, awarding body updates, in house CPD and coaching and mentoring.
3.3	Ensure effective communication to all team members through mechanisms such as weekly cascade and morning meetings.
3.4	Ensure that there are effective systems to capture and respond to staff voice. Provide systems which allow staff involvement in decision making and empower staff.
3.5	Ensure that teams discuss staff engagement on a regular basis, capture staff ideas for engagement activities and empower staff to organise events and implement ideas.
3.6	Develop a positive culture of praise and constructive developmental feedback. Provide the climate where staff can give and receive feedback without fear and to help the department and organisation.
3.7	Provide staff with opportunities for peer assessment and support.
3.8	Take timely action to address any performance issues through value based leadership.
3.9	Produce a workforce plan which is updated based on curriculum planning and staffing changes.

4.	<b>Key Responsibilities: College Leadership</b>
4.1	Ensure staff and learners are safe through the implementation robust health and safety and safeguarding practices. Ensure that all required paperwork is up to date and that staff understand and implement the required standards.
4.2	Ensure that all staff and learners understand Fundamental British Values, ED&I and Prevent.
4.3	Ensure that through College values you help support the College to provide the climate for every staff member, learner or stakeholder to be happy and to thrive. Role model and share best practice and knowledge with teams to encourage continuous improvement and accountability for Course Managers, lecturers and instructors
4.4	Ensure that we provide an environment where our values are understood and implemented, where the learner is at the heart of decision making, we act with integrity and take ownership. Promote team work across the group to ensure that together we achieve. Promote a sustainable college.
4.5	Ensure that departmental budgets are met and that all finance regulations are adhered to. Work to meet financial targets and KPIs
4.6	Ensure that all college process, policy and procedures are implemented across your curriculum area.

## Person Specification

	Essential	Desirable
<b>Previous Experience</b>	<p>Knowledge and experience of all funding groups of students including, 14-16, 16-18, Adult, Community, Apprenticeship and HE curriculum.</p> <p>Experience of teaching and/or training in the relevant subject sector.</p> <p>Recent relevant leadership experience of FE teams.</p> <p>Experience of the Further Education Sector.</p>	
<b>Qualifications</b>	<p>Full teaching qualification e.g. PGCE, DET or Certificate of Education (or willingness to achieve within three years of appointment).</p> <p>Level 2 English and Maths</p>	<p>Degree in related Subject Sector Area.</p> <p>Masters in related Subject Sector Area.</p> <p>Level 3 English and maths.</p>
<b>Personal Attributes</b>	<p>Honesty and integrity.</p> <p>Excellent communication skills.</p> <p>Excellent work ethic.</p> <p>Team player.</p> <p>Personal commitment to continuous learning.</p> <p>Calmness under pressure.</p> <p>Commitment to completing task completion.</p>	

# Our Mission

Exceptional education and training  
for every learner to improve their career prospects

## Our Values



### Please note:

Cornwall College is an education establishment within an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your Performance Development and Review process, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive, and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

All employees of Cornwall College are required to undertake mandatory Safeguarding, health and safety, data protection and Equality, Diversity and Inclusion Training. All statutory checks governed by “every child matters” will need to be completed before commencing employment.

Where staff are required to drive on Cornwall College Business they must hold a full driver’s licence that permits them to drive any vehicles that they will be using.

Additional rules may apply where staff are required to drive a minibus either as an employed driver, or where this is required as part of their role.

Driving licences should be checked prior to an offer and confirmation of employment to ensure they meet legislative requirements and The Cornwall College Group policies as referred to in the Health and Safety Policy.

If a role requires a staff member to use their own vehicle for work then it is a legal requirement to hold business use category on their motor insurance policies and to ensure that the vehicle is safe and roadworthy, as part of the approval process to drive a personal vehicle for College work we may request a copy of a valid insurance certificate and MOT (where required).

Any documents provided will be periodically reviewed by the College.

The Cornwall College Group is committed to fostering a sustainable and responsible work environment. Education and Training providers have a crucial role in preserving and protecting the environment for future generations. As part of TCCG’s mission, it seeks individuals who share our passion for sustainability and want to impact the world positively.

Staff can contribute to sustainability initiatives, such as reducing carbon emissions, minimising waste and implementing eco-friendly practices. Employees are encouraged to actively participate in sustainability programs and offer resources and support for their personal sustainability goals.