

Job Description Curriculum Manager

Job Title	Curriculum Manager
Department	ESOL
Reports to	Senior Head of School
Grade	Curriculum Manager 11-12
Lecturer scale & salary	£45,813 per annum
Contract	Contract - 36 hours per week temporary; 522 teaching hours p.a.
Location	Any of the College centres, as appropriate to areas of responsibility of the post

Our Vision & Values

“To develop the skills, confidence and qualifications for local people to lead rich lives and build great careers. “

College Values

- A** **Ambitious** – We are highly ambitious for our students and staff with a relentless drive for excellence in everything we do.
- S** **Successful** – We build resilience and determination to achieve great results, celebrating individual and collective success.
- P** **Professional** – We foster high levels of professional standards, with an emphasis on integrity and accountability.
- I** **Innovative** – We strive to be at the forefront of innovation for education, skills and employment.
- R** **Respectful** – We celebrate our inclusive and diverse culture, valuing our students, staff and stakeholders.
- E** **Engaging** – We are committed to developing partnerships, listening to students, staff and employers to inform our decision making.

Equality of Opportunity

The college has a strong commitment to working towards the implementation of equality of opportunity in both service delivery and employment. The College's mission and strategic objectives directly support this aim. All employees are required to actively support the development, dissemination and implementation of this aim and related policies and programmes.

Safeguarding of Children and Vulnerable Adults

The College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. In addition, they will also state that the College is committed to safeguarding and promotes the welfare of all learners and expects its staff to share this commitment. All posts in the College are subject to an Enhanced DBS check and barred person's list check.

Job Purpose

Reporting to the Senior Head of School the post holder leads a team within a curriculum area/subject area. To teach and assess on a range of courses within the subject area and act as a course tutor to groups of students. To uphold rigorous quality assurance and improvement as the lead internal verifier within the programme area across levels in your subject specialism.

To carry out all associated duties in line with the School Quality Improvement; Key Performance Indicators and College strategic priorities and the College Teaching, Learning and Assessment standards.

To uphold and maintain positive student behaviours and attitudes by contributing to the college duty manager rota on a regular basis along with upholding the highest standards in tutoring and pastoral care.

Key Duties and Responsibilities of a Lecturer Bands 1-3 (Scale)

Teaching, Learning & Assessment

1. To plan and deliver high quality teaching, learning and assessment on a range of courses in an appropriate area of the curriculum in line with college standards and meet awarding body expectations.
2. To implement curriculum and course development and curriculum delivery within the area of work.
3. To develop schemes of learning and work (SOLW) /materials in line with course aims, objectives, mode of assessment and accreditation.
4. To contribute effectively to teamwork in course delivery across programmes as necessary, including group tutorials for those on study programmes.
5. To work within the course team to write course reviews and participate in the College quality assurance cycle and action plans.
6. To lead regular course team meetings to monitor area performance and to offer and provide support to team members.
7. To manage and deliver robust course moderation/verification as the standards verifier/internal verifier in your subject specialism.
8. Support College initiatives and aspirations to achieve Net Zero carbon.

Supporting Students

9. To interview students and to take part in enrolment, open days, marketing events, parents' evenings and induction onto programmes in year.
10. To act as a course and personal tutor for at least one group of students. To meet students regularly on an individual basis to discuss academic progress and to support students in their choice of progression routes.
11. To deal with those students who are not performing to required standards in line with College procedures for at risk and intervention including formal meetings.
12. To identify students requiring extra support and refer them to Additional Learner Support and plan for inclusive approaches in class as appropriately against EHCP and support plans.
13. To maintain high standards of student conduct by monitoring and supporting positive behaviours as a teacher and manager.
14. To liaise with parents/carers and external agencies as appropriate to provide pastoral care.

15. To monitor and review student work placements and implement tools for careers education and progression into next steps.
16. To act as part of the college duty manager team and uphold behaviour for learning expectations.

Supporting & Leading Staff

17. To act as a mentor for new and existing staff, including hourly paid staff, to ensure they are established and supported in role to deliver quality education.
18. To complete regular personal development reviews and associated monitoring for the programme area team.
19. To contribute to college observation processes including observations and Learning Walks.

Course & Team Management and administration

20. To keep accurate and updated course and student records, including registers, reports, including student assessment and achievement, learner intended and actual destination information.
21. To provide accurate course and student information as required by the College including contribution to local self-assessment and quality improvement action plans.
22. To monitor student attendance and timekeeping by ensuring that registers are completed daily.
23. To complete termly reports on students' progress and to write references as required to support positive onward progression.
24. To manage physical resources and learning environments including carrying out risk assessments in line with Health & Safety standards and keep accurate reports and records as needed.

General

25. To be aware of the principles of safeguarding children and young people as they apply to the role with the College. Actively promote and implement the College's Safeguarding Policy.
26. To be involved in College staff development and training schemes and participate in PDR procedures.
27. To adhere to the College's Single Equality Scheme with respect to staff and students and champion inclusion in all practices.
28. To comply with and implement the College's Health and Safety policy.
29. To undertake any other reasonable duties and responsibilities as may be required in first line manager role and functions.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

The work may be carried out in the post described in any of the College's centres.

Person Specification: Curriculum Manager

Qualifications:

- To hold qualifications in English and maths at GCSE grade c/4 or above or a Functional Skills Qualification in English and maths at Level 2
- To be qualified to at least Level 4 in the relevant subject area specialism
- To hold a full teaching qualification, for example, PGCE, Cert Ed or DTLLS
- Lecturers in English (English/ESOL) and mathematics and SEND – hold an ADTLLS/DTLLS or equivalent subject specialism
- To hold an approved Internal Quality Assurance qualification (desirable) or willingness to obtain one
- First line management qualification (desirable)

Experience & knowledge:

- Relevant and recent industry experience
- Awareness of key subject specialism to plan and deliver across levels in the curriculum area/specialism
- Successful experience of designing and delivering learning in relevant teaching/vocational areas
- Successful teaching/training experience with young people/adults, within the specified curriculum area.
- Track record of quality assurance/improvement contributions and leadership and management
- Demonstrate knowledge and implementation of successful Behaviour for Learning
- Demonstrable knowledge of incorporating Equality and Diversity & British Values, alongside employability skills within the curriculum.
- Understanding of Child and Vulnerable Adult protection (Safeguarding Agenda) and the willingness to increase knowledge.
- An understanding of health and safety requirements of a working environment.

Abilities and Skills:

- The ability to manage and lead a small team of lecturers to maintain and improve college and team key performance indicators
- The ability to deliver excellence in teaching, learning and assessment
- Ability to embed English, Mathematics, and “soft” employability skills, careers education in vocational classes
- Ability to relate to and motivate students from a variety of backgrounds and ages, and to employ effective and engaging teaching and learning strategies
- Ability to contextualise learning to wider citizenship aspects, including Environmental Sustainability and Development
- IT Skills: use of Microsoft packages, interactive white boards, MS Teams, SharePoint, VLE and online tracking & recording
- Good standard of written/verbal communication skills
- Good interpersonal skills working with colleagues, students, parents and external agencies
- Ability to increase recruitment, retention and achievement whilst maintaining quality standards.

- Self-starter, well-motivated and enthusiastic with a successful track record in continuous personal development in vocational area and general pedagogy

Other:

- A satisfactory DBS disclosure at Enhanced level.
- Demonstrable commitment to the College's vision and values.

The above list of responsibilities is not exhaustive, and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description accurately reflects the duties and responsibilities of the role at the time the job description was written. These duties and responsibilities may change over time without significantly impacting on the character of the role, the overall level of responsibility, or its grade.

Depending on strategic or operational needs, the jobholder may in the future be required to work for another existing or new organisational unit and/or at different sites within Newham College. This may be on a temporary or indefinite basis and may involve a change in line management and / or regularly working at more than one site.

In return we offer:

- Generous Pension Scheme to Academic (Teacher Pension Scheme) and Business Support (LGPS)
- Birthday leave – over and above the generous annual leave
- Employee Assistance Program – via Vita Health, which offers various support including Money, Work, Retirement, Health and Wellbeing, Emotional Support, Management Support, Legal and Your Rights
- Occupational Health Assistance
- 4 x designated staff development days annually.
- Fully and part funded CPD and training
- Cycle to work scheme provided by Cycle scheme.
- Family Friendly Policies
- Eye test fee for employees who use VDU.
- Targeted and themed wellbeing initiatives throughout the year
- Gym onsite
- On site Canteen and Coffee Shop on each site.