

JOB DESCRIPTION

POST:	CURRICULUM MANAGER – CREATIVE & ENTERPRISE
RESPONSIBLE TO:	FACULTY DIRECTOR – CREATIVE, MEDIA, BUSINESS & COMPUTING
LOCATION:	AMERSHAM CAMPUS

Job Purpose:

1. To deliver outstanding student success through operational leadership and management of a team of staff including lecturers, and business support staff.
2. To consistently deliver high quality and innovative teaching and learning, achievement and progression outcomes for all learners
3. To line manage a high performing team of staff and support the team's development through Personal Development Reviews, target setting, performance management and staff development
4. To ensure that the curriculum offer meets the needs of students, employers and local stakeholders now and in the future
5. To maximise staff utilisation and resources through astute financial management in order to provide a distinctive high quality student experience
6. To embed an aspirational culture with students and staff across the curriculum area

Key Responsibilities and accountabilities

1. To lead and motivate a team of staff to achieve high performance standards
2. To provide an outstanding learning environment
3. To provide a high quality student experience that enables students to succeed beyond their expectations
4. To provide programmes of study that meet individual student needs and progression aims
5. To monitor student progress against achievement, value added and progression targets and deliver successful outcomes
6. To ensure that all direct reports are familiar with and comply with College policies and procedures.
7. To ensure that all team members are clear about their responsibilities and accountabilities and how they align to college strategies

8. To hold regular team meetings and 1:1 meeting's with all direct reports
9. To ensure that all external awarding body verification and awarding criteria are met
10. To support students in developing high quality skills in order that they can progress successfully to employment, further training and/or education.
11. To lead the team by example on current knowledge, understanding and practice of Teaching, Learning and Assessment
12. To undertake an agreed teaching commitment
13. To ensure College systems and procedures are followed by all members of the curriculum team
14. Through active employer engagement to offer a curriculum that is recognised and valued by employers as industry relevant
15. To work with the curriculum team and Curriculum Director to develop the curriculum portfolio
16. To manage a budget and maximize utilization of resources
17. To actively seek out and respond to the student voice
18. To act as a Duty Manager as part of the College rota

General

1. Actively promote and market the College and present a positive image of the College and its activities both within and outside the College environment.
2. Ensure the quality standards and performance measures applying to the work of the department are met and facilitate continuous improvements in all aspects of the post.
3. Ensure a minimum of 30 hours each year continuous CPD related to the success in the role.
4. Carry out any duties at all times in accordance with the College's policies including Equality and Diversity, Health and Safety and Child Protection Policies.
5. Incorporate into the role the philosophy, values and behaviour stated in the College mission and Strategic plan.
6. Ensure the adherence and maintenance of the College's security and disciplinary procedures
7. Undertake any other responsibilities commensurate with the grade of the post, which the Principal or their senior management representative may from time to time require.

8. Actively support the College policies on the protection of children and vulnerable adults.
9. The post will be based at one of the Colleges' campuses, but the duties of the job will require the post holder to work at any college campus or other location connected with the work of the college. Travel between the College main campuses will form a requisite part of this post

STAFF SUPERVISED: Curriculum teams; Lecturers, Business support staff.

CONDITIONS OF SERVICE Management Contract

This job description is a guide to the work that you will initially be required to undertake. It may be changed from time to time, in consultation with you, to meet changing circumstances. It does not form part of your contract of employment.

Date: January 2020

PERSON SPECIFICATION

POST TITLE: Curriculum Manager – Creative & Enterprise

EXECUTIVE: Learning and Quality

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Formal Qualification	Relevant professional qualification to at least Level 3 Certificate in Education/PGCE/DTLLS qualification Assessor Award/Internal Verifier Award or willingness to obtain award where appropriate Management qualification Maths and English qualification at level 2 or higher	✓ ✓ ✓ ✓	✓
Knowledge	In depth and practical knowledge of industry sector areas Knowledge of current qualification structure and issues affecting the sector Knowledge of a range of quality improvement strategies within Further Education Knowledge of Curriculum development and planning Understanding of sector funding opportunities and challenges Significant knowledge and understanding of current teaching and learning pedagogy Understanding of, and demonstrable commitment to, Safeguarding Children and Young People (Every Child Matters) and Vulnerable Adults	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Experience	Relevant and up to date occupational/professional experience Able to demonstrate an in depth knowledge and understanding of the education sector Delivering and understanding of high quality teaching, learning and assessing Successful experience of teaching Experience of supervising or coordinating teams to deliver improved quality Experience of delivering high student success Experience of utilising learning technologies to enhance student success Confident data handling and extracting information to support curriculum development	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓
Skills	Credibility in leading and managing others Highly developed interpersonal skills Ability to express ideas succinctly and clearly, both verbally and in written work Ability to plan, prioritise and organise workloads Ability to lead students to successful achievement and progression Ability to drive continuous improvement for self and others Ability to motivate and inspire staff and to develop and maximise their potential Ability to think creatively and facilitate innovation and problem solve Excellent administrative skills Computer literate	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

Other Specific Qualities	Ability to react flexibly under pressure and to work to and meet tight deadlines. Resourcefulness Ability to demonstrate values and behaviours suitable to work with children and young people. Demonstrable commitment to Equality and Diversity, Child Protection, Safeguarding and Prevent showing a desire to challenge inequality and promote diversity and adhere to College Policies and Procedures Ability to promote and deliver outstanding customer service.	✓ ✓ ✓ ✓ ✓	
Personality Motivation	Demonstrate commitment to continuous professional development Self-motivated and able to motivate others Able to work on own initiative Ability to work as part of a team Demonstrate high standards and expectations of self and others Role model high professional standards Able to work under pressure with changing priorities	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Physical Requirements	Fit and able to carry out duties of the post	✓	
Other	Enhanced DBS (Disclosure and Barring Service) check will be required. Act as Duty Manager as part of the College rota	✓ ✓	

E = Essential

D = Desirable