

CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and are proud to have achieved Investors in Diversity Accreditation in August 2023 demonstrating our commitment to our FREDIE principles (Fairness, Respect, Equality, Diversity, Inclusivity and Engagement). Our staff are diverse, skilled and motivated working across two unique, vibrant and lively campuses, one centrally located near to East Croydon train station and the other in the heart of Old Coulsdon.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

JOB DESCRIPTION

Job Title	Curriculum Team Manager for Maths
School/Area	English and Maths
Report to	Head of English and Maths
Salary	FTE £49,404.69 per annum
FTE	35 Hours per week, 52 Weeks per annum
Basis	Permanent

Overall Purpose Scope:

To line manage the curriculum team to ensure that all students have a high-quality learning experience and are appropriately supported to achieve their qualification aims and progression plans. To line manage staff effectively and promote excellence in the professional practice of teaching, learning and assessment and the support and development of students. To work effectively and cooperatively with other Curriculum Team Managers to ensure coherent programme/curriculum planning and implementation, universal use of e-learning and MyPT, efficient and effective use of resources and consistent and agreed application of policies and procedures. To act as the lead internal verifier for the team and to ensure that internal verification of all awards offered by the team meets national, awarding body and College requirements. To use the Quality Framework to drive improvement in the area.

Main Duties and Responsibilities:

1. To provide leadership and management of the staff team and to deputise for the Head of English and Maths as required. This will include participating in the selection of new team members, and being responsible for their induction, appraisal, 1-1 support and supervision and Continuous Professional Development and Learning.
2. To ensure the provision of first-class teaching, learning, assessment, student support and student progression by all team members, leading on the range of measures to both evaluate and improve this provision across the team. This could include observations, learning walks, individual and team development plans, and, for example, supported experiments and action research.
3. To effectively manage all allocated staffing resources, managing the day to day deployment and delivery of teaching, learning and assessment across the curriculum team, and organising operational cover, ensuring that staff utilisation targets are met.
4. To lead on assessment across the area to ensure that it models and reflects best practice and meets the requirements of the awarding bodies, acting at the Lead Internal Verifier in the area as needed.
5. To ensure that challenging targets are met by the team in relation to recruitment, retention, achievement and financial contribution.
6. To ensure the team recruits learners to the correct courses through a range of strategies including: Open Evenings, interviews, taster sessions, and enrolment, supporting efficient transfers if these are necessary.
7. To ensure that arrangements for Behaviour & Welfare and Personal Development for students are effective within the area and are in line with Curriculum Support guidelines.

8. To ensure the team effectively uses e-learning facilities and MyPT to track and monitor ongoing student progress and achievement, personal development and progression, in liaison with parents / carer's / employers as appropriate.
9. To lead on Curriculum Team meetings and Staff/Student voice meetings, ensuring effective communication within the curriculum area.
10. To ensure that issues raised by students are responded to, as required, and bring these to the attention of the Head of School as appropriate.
11. To ensure the team effectively manage disciplinary procedures with respect to students studying in the area.
12. To use the Quality Framework to lead on the evaluation of the area and to drive improvement with the team: self-assessment and improvement planning; student and team progress reviews; evaluation and improvement of teaching, learning and assessment; use of other evidence to evaluate and drive improvement such as performance data, student feedback and feedback from other stakeholders; internal review processes; and external inspection and review.
13. To support the development and growth of the programmes/curriculum across the area and to ensure full compliance with all health and safety, safeguarding and data protection regulations.
14. With the team, and alongside college services, lead on the design and delivery of the curriculum ensuring that college targets and student needs and aspirations are met.
15. To assist the Head of School in effective management of all allocated non-staffing resources and ensure operational cost effectiveness in the use of allocated budgets, accommodation and equipment.
16. To effectively coordinate general organisation and administration and all associated record keeping.
17. To undertake teaching, learning and assessment, as appropriate.

Person Specification

Selection will be based on the Person Specification criteria and successful applicants will be expected to possess most of the attributes below.	
Qualifications	<ul style="list-style-type: none"> A. Teaching Qualification. B. Maths/relevant Degree and postgraduate qualification. C. Maths & English GCSE / Level 2 equivalent.
Experience	<ul style="list-style-type: none"> A. Extensive teaching experience within one or more of the curriculum areas. B. Extensive knowledge of one or more of the curriculum areas and current developments within those areas. C. Understanding of teaching and learning issues within the curriculum area. D. Knowledge and understanding of quality improvement frameworks. E. Successful experience of programme/course leadership resulting in both quality improvement and growth.
Skills & Attributes	<ul style="list-style-type: none"> A. Successful management experience or ability to develop and manage staff. B. Good communication skills, verbal and written. C. Ability to work effectively as part of a team. D. Good organisational and IT skills. E. Evidence of recent and relevant CPDL activity. F. Ability to work on own initiative, within College aims and objectives. G. A commitment to and understanding of Equality and Diversity, Safeguarding, Health and Safety and Data Protection.

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card
- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

Application Closing Date: 9 June 2024

Interview / Selection Date: Week commencing, 10 June 2024



Investors
in Diversity

Achieved.
Valid Until
August 2025

PROUD TO BE FREDIE