



OAKLANDS COLLEGE

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### JOB DESCRIPTION

<b>CAREER FRAMEWORK</b>	<b>CMT</b>
<b>JOB TITLE</b>	<b>Curriculum Team Manager</b>
<b>LEVEL</b>	<b>Scalepoint 39-42</b>
<b>REPORTING TO</b>	<b>Director of Faculty /Deputy Director of Faculty</b>

#### SUMMARY OF POST

##### KEY RESPONSIBILITIES

- Leadership, management, and monitoring of programmes within the faculty and the teams delivering those courses, ensuring that the success rates and value added are achieved.
- The Curriculum Team Manager carries the accountability of ensuring compliance and operational standards within the department.
- The Curriculum Team Manager will set the guidelines following College frameworks and then delegate operational accountability on Schemes of Learning, Assessment Planning Work experience to support the Director and Deputy Director of Faculty to drive up improvements in the Quality and Compliance in each department.
- The Curriculum Team Manager will be responsible for communication ensuring that Strategic planning and Curriculum Planning and Business Development is received, understood, and implemented at all levels by both staff and students
- The Curriculum Team Manager will be responsible for monitoring the performance of the faculty against Key People Performance Indicators including: attendance, punctuality, recruitment rates and targets and success, retention and achievement rates and targets
- Curriculum Team Managers will work closely with SMT and SLT representatives for Quality, Student Support Services & External Relations, HR and Finance, Facilities & MIS.
- The role is to lead the strategic development and operational management of the faculty's curriculum in line with College objectives and performance targets. In this specific role this means a high-quality curriculum that is connected to the local and regional needs of the community the College serves

- A critical role for the Curriculum Team Manager is to be able to identify and evaluate the strengths and the areas for improvement and to translate this into operating plans with clear actions and targets to be met over a defined period of time
- The Curriculum Team Manager will monitor these closely with the SMT Group and report on progress. These plans will feed into the College annual operating plan, a key element of this role with specific regard to budgets and resources planning.
- Curriculum Team Managers will be expected to lead on curriculum types/areas in a regulator inspection, such as one by Ofsted and/or QAA.
- The Curriculum Team Manager will also support key themes of development for the College. These will be shared amongst the SMT leads and the CTM's will chair meetings with key curriculum and service teams within their areas.
- Teaching, Learning and Assessment (& Value Added)
- Curriculum Development & Performance
  - Programmes of Study, Adult Education, Higher Education, Apprenticeships & T-Levels
- Curriculum data, reporting and compliance
- English & Mathematics and Value Added
- Employability, Work Experience and Business Partnerships
- Personal development, behaviour & welfare

Be aware of and follow College policies and procedures, with particular attention to health and safety, safeguarding, risk management, equality and diversity, quality and our values and behaviours. You will be required to attend training as necessary and update own CPD record.

#### **CRITERIA**

##### **RECRUITMENT- short listing criteria**

A minimum of 2 years' experience in the subject area for which you are applying to be a CTM

PGCE or equivalent teaching qualification as this role has a teaching commitment of 14 hours

Successful experience of teaching across a range of levels

#### **ESTABLISHED**

**EXPERIENCED AND QUALIFIED****DEVELOPMENT STAGE** – To demonstrate College Values and Behaviours

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**PERSON SPECIFICATION****(to be assessed at the interview stage)****PERSONAL ATTRIBUTES**

- Be able to demonstrate initiative, responsibility and leadership.
- Be organised and able to maintain good records and interpret trends and outcomes. A professional approach
- Effective communicator- oral and written
- An understanding of and commitment to all aspects of equality and diversity. Flexible approach to working practices and adaptable to change
- An appropriate attitude in relation to the use of authority

**SKILLS AND EXPERIENCE**

- Minimum of two years teaching experience in the relevant subject area that you are applying to manage.
- PGCE or equivalent teaching qualification.  
Experience of teaching at a range of levels
- Experience of using digital learning technologies in teaching and learning.  
Evidence of a good understanding of Safeguarding and Prevent.
- Ability to work in a busy environment with tight deadlines. Ability to use Management Information Systems
- Ability to influence decision making

**Date approved****Date reviewed**

This job description is current as at the date shown above. In consultation with the postholder it is liable to variation by the Principal to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The daily job will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.