



JOB DESCRIPTION

POST TITLE: CURRICULUM MANAGER – HMP
DARTMOOR

POST NUMBER: WREQ2076

GRADE: MANAGEMENT SPINE

JOB PURPOSE

Are you looking for a career where you can change lives? You will have a unique opportunity to enrich the lives of adult learners by being responsible for directing and overseeing the daily operations of the Weston College curriculum delivery and strategic development of the curriculum content, innovative projects and quality assurance. You will line manage and provide support and guidance to teaching and administrative staff whilst also undertaking your own teaching practice.

KEY RESPONSIBILITIES

As post-holder you will be responsible to an Area Operations Manager in ensuring the following:

- Effective leadership, motivation and line management of the Weston College team at HMP Dartmoor.
- Ensuring appropriate recruitment, scheduling and utilisation of staff whilst assuring the quality of their work.
- Monitoring and positively contributing to effective delivery of all targets including but not exclusively, recruitment, retention, achievement, success, quality and attendance.
- Successful delivery of the contracted and funded curriculum through regular monitoring, promoting and exceptional deployment of resources.
- Collection, analysis and management of appropriate statistical data to improve the provision and curriculum planning.
- Creating and maintaining a vibrant, high quality, positive student centred ethos.
- Delivery of a high quality curriculum that exceeds learners' expectations through the implementation and continued review of Weston College quality assurance procedures.
- Positive promotion and marketing of the Weston College curriculum offer to learners, partners and all stakeholders through excellent communication and a thorough understanding of education.

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- Enhancing progression opportunities for all learners including promoting and engaging with employers and employment opportunities linked to all courses.
- Lead and manage the robust monitoring of internal verification and quality assurance systems in conjunction with awarding body criteria and Weston College procedures including professionally overseeing External Verification meetings.
- Delivery of outstanding teaching and assisting in raising Teaching and Learning standards across the curriculum as an inspirational leading practitioner and as a line manager.
- Successfully contributing to the future planning of the curriculum and working in partnership with the prison to ensure a fully appropriate and deliverable curriculum for the prison that meets local, regional and national employer needs.
- Effectively managing the budget for resourcing courses and working with the Area Operations Manager to monitor this.
- Identifying and implementing staff development needs through a culture of continued professional development.
- Creation of the annual self-assessment report and position statement and monitoring and utilising the quality improvement plan and other processes in line with the Weston Prison Education quality calendar.
- Representing Weston College professionally on a range of local and regional committees and in activities to promote Prison Education and the curriculum of HMP Dartmoor.

GENERIC RESPONSIBILITIES

The Curriculum Manager will be responsible for the successful delivery of the full Weston College contracted curriculum at HMP Dartmoor including quality improvement and control, the evaluation of learning programmes and the scheduling and utilisation of all Weston College staff. You will work as part of a management team with your Assistant Curriculum Manager and with direction from your Area Operations Manager to ensure full operational delivery in collaboration with the Prison Head of Learning or appropriate designated Prison Service person.



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HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to and comply with both the prison and Weston College's Health and Safety, Equal Opportunities, ICT, Social Media and Safeguarding Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine 0-2: £34,298 – £36,544 per annum, plus up to 10% PRP.

HOURS

Hours of attendance: 37 hours per week.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays.

Weston College reserves the right to direct up to 10 days of your annual leave entitlement for efficiency purposes.

Teaching contact hours: 680 per annum

(Plus further remission depending on income generated by the contract)

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade C or above (or equivalent), including English Language and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
A Degree, or professional qualification, which is appropriate to the work. <i>In relation to vocational teaching posts an appropriate qualification in that field will be deemed satisfactory.</i>	✓	
Leadership and management experience ideally in an education or custodial setting.	✓	
A Teaching Qualification at L3 and a willingness to work towards a full teaching qualification at L5.	✓	
Postgraduate and/or relevant professional experience in education		✓
Excellent computer literacy skills including an up to date knowledge of Microsoft Office.	✓	
Highly motivated and a track record of motivating and leading a diverse staff group through exceptional interpersonal and communication skills	✓	
Knowledge and experience of managing contracted delivery or project management and business planning		✓
Excellent organisational and time management skills	✓	
Knowledge of awarding body requirements for External verification and experience of quality assurance procedures.	✓	
Knowledge of self- assessment processes in education and quality improvement including a proactive and innovative approach to curriculum design		✓
Setting and achieving high standards for self, staff and students	✓	
Excellent partnership working skills	✓	

* All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the Offender Learning Services) a L5 teaching qualification within the first 2 years of service.