

JOB DESCRIPTION

Post:	Curriculum Manager
Responsible to:	Head of Bicester Construction Skills Centre

In order that the best performance and outcomes can be achieved by students and by the college, all college managers will operate and perform within a framework of transparency, respect, and positive challenge; trusting and supporting each other and the teams for whom they have responsibility. All college managers are expected to be flexible in their approach, corporate, pro-active and responsive to changing demands and responsibilities and passionate about the success of the college.

Job Purpose:

To manage the curriculum delivery and curriculum staff at the Bicester Construction Skills Centre.

Main Duties:

Work with the Head of Centre to devise and carry through plans for course provision, student numbers, curriculum, quality and personnel.

1. maintain contact with employers, schools, and other outside organisations involved in the work of the curriculum area.
2. contribute to the promotion of the areas and the College's provision.
3. develop new courses and accreditation according to the needs of the community, industry and commerce.
4. contribute to the planning and oversee developments in the curriculum, both on and off the College's main sites, including flexible provision.
5. work with others to ensure the accuracy and reliability of College information systems.

Work with the Head of Centre to ensure that the curriculum, the promotion of inclusive learning and student achievement are all of high quality.

6. work with college managers and staff teams to set objectives for the Centre.
7. agree and monitor targets for quality improvement and manage the means by which they may be achieved.

8. contribute to the process of self-assessment within the curriculum area and on a college-wide basis.
9. ensure that the College systems of quality assurance are in effective use.
10. enable quality to be improved through the use of information on attendance, retention and attainment across different groups of learners ensuring gaps between groups are identified and addressed rapidly
11. act as an internal verifier, standards moderator or similar where appropriate.
12. assist in the planning and overseeing of developments in the centre's curriculum.
13. work with others to ensure the accuracy and reliability of college information.
14. support, contribute to and take personal responsibility for implementing the College's commitment to Equality and Diversity and Safeguarding.

Teach and supervise students

15. teach on courses within the centre;
16. undertake related curriculum development and evaluation, student assessment, record keeping, liaison with tutors, etc;
17. oversee the guidance, selection, admission, induction, welfare and conduct of students, and the related formal student procedures in conjunction with others.

Work with the Head of Faculty in the effective use of human and physical resources.

18. contribute to the observation of student learning;
19. advise on the appointment of College staff;
20. contribute to the management of a specialist facility or area of the College estate.
21. Line manage staff within the Centre.

The college reserves the right to amend the job description in consultation with the employee to reflect changes in the duties of the post.

PERSON SPECIFICATION

CRITERIA	HOW ASSESSED
Essential	
Relevant professional or equivalent qualification at level 3;	Application Form, Certificates
Full teaching qualification	Application Form, Certificates
An absolute commitment to student success and progression and an understanding of how it may be achieved;	Application Form, Interview Questions
Committed to lifelong learning and to increasing the inclusivity and quality of education and training;	Application Form, Interview Questions
Outstanding teacher of students of all levels of ability;	Application Form, Interview Questions, References
Familiar with current curriculum trends in the work of the area, including approaches to flexible learning, and is able to draw up appropriate plans;	Application Form, Interview Questions
Up to date with educational development within apprenticeships;	Application Form, Interview Questions
Ability to work effectively with colleagues to achieve centre and college objectives;	Application Form, Interview Questions
Ability to communicate effectively, both orally and in writing.	Application Form, Interview Questions, Tests
Numerate, and has a high level of interpersonal skills;	Interview Questions, Tests
Enthusiastic, committed and flexible in approach to their work and is able to manage their own time and work under pressure;	Application Form, Interview Questions
Demonstrates an ability to proactively support staff wellbeing	Application Form, Interview Questions
Ability to work effectively on any of the college sites or where the college provides services.	Application Form, Interview Questions
Desirable	
Qualifications as an assessor and internal verifier.	Application Form, Certificates
Relevant experience in employment outside education.	Application Form