**Job Description**

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| **Directorate** | Technical Skills |
| **Department** | Health Care, Creative Industries and Uniformed Services |
| **Section** | Hairdressing, Beauty therapy & media Make up, Creative Arts & fashion, Sport |
| **Job Title:** | Curriculum Manager- Hairdressing, Beauty therapy & media Make up, Creative Arts & fashion, Sport |
| **Reports To:** | Director of Health Care, Creative Industries and Uniformed Services |
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| **Job Purpose** | |
| * Manage a team of course Leaders and lecturers to ensure that annual key performance indicators are achieved consistently across the entire curriculum offered within your area. * Undertake quality assurance and improvement activities relating to teaching, learning and assessment, to ensure the highest quality of experience for all stakeholders. * Teach 6 hours per week to a high standard in your subject area. | |
| **Main Responsibilities** | |
| Gain an accurate view of the quality of teaching, learning and assessment across your curriculum and use this knowledge to deploy successful intervention strategies that result in consistently high performance.  Manage all curriculum areas to ensure performance meets all of the College's strategic and operational expectations, with particular focus on: • learner recruitment and the number of learners retained, including those within the first six weeks.   * Learner achievement * Learner progress from starting points * Attendance and punctuality, including to maths and English lessons and tutorial • * Progression to further learning and into employment   Accurately self-assess the quality of provision within your curriculum areas, devising and implementing action plans that result in improved performance.  Lead the delivery of well-planned teaching across your curriculum areas, ensuring, presenting the subject matter is presented as part of an ambitious, coherently planned and sequenced plan of learning.  Ensure that learner understanding of material is checked and addressed systematically so that you are confident learners are building knowledge and acquiring skills and behaviours to achieve curriculum outcomes that support progression to future learning and employment.  Provide managers with accurate, timely and up-to-date written and verbal reports about the performance of your curriculum.  Oversee the production of timetables across your curriculum areas which are centred on the learners’ experience, match the expertise of the staff and promote efficient use of College resources.  Ensure internal and external verification activity is undertaken in line with the College’s expectations and in a timely manner, with accurate moderation of assessment decisions.. | |
| **Main Tasks** | |
| ***Quality of Education***  Keep up-to-date with the industry requirements across all areas of your curriculum and work with Course Leaders to develop and review the curriculum offer in line with local, regional and national needs delivering a truly employer led curriculum across the subject areas within your remit.  Lead on activities that assess the quality of teaching, learning and assessment and how well the curriculum’s ambitions are being delivered. At times this work will be guided by the direction of others, such as your line manager, but it is also expected that your work will be self-directed. Activities would include, but not be restricted to:   * Announced and unannounced walkthroughs. * Coaching individual staff. * Work scrutiny. * Collecting learner feedback; * Assessing current completion of the curriculum against expectations. * Reviewing the quality of lesson planning documentation. * Delivery of staff development. * Oversee the creation and maintenance of stimulating and attractive environments for learning in all areas. * Coordination of “set-piece” sharing of best practice events.   Oversee the timely collection of key data from staff.  Lead by example to ensure all lessons commence promptly in accordance with the timetable and all teaching time is fully utilised to maximise learning, escalating concerns where appropriate.  Maintain a teaching environment, across a designated programme area, which allows learners to focus on learning that reflects the ambitious intentions for the curriculum.  Plan and effectively deploy the additional support provided by Academic Support Workers to support teaching, learning and assessment.  Maintain regular liaison with staff and managers from other areas of the College, such as those attached to work experience and apprenticeships, agreeing improvement actions and monitoring their completion.  Use all available evidence sources to maintain a current and accurate knowledge of the performance of your curriculum across all relevant performance indicators.  Complete an annual self-assessment of the performance of your curriculum, identifying appropriate improvement actions and monitoring the completion of these.  ***Behaviour and Attitudes***  Consistently apply College standards, encouraging positive behaviour to promote high expectations of all learners and supporting the development of a College culture which is free from bullying, harassment or discrimination.  Maintain a fair and disciplined learning environment, setting clear expectations for behaviour and addressing concerns in a timely manner following College policies and procedures.  Consistently challenge lateness and attendance concerns, working with learners to build resilience and find solutions to individual challenges, directing learners to relevant College support services, if relevant.  Embed career-related employability skills through high quality teaching and a fully embedded employer led curriculum.  Identify and support internal and external activities and events which provide opportunities for students to further develop their skills, knowledge and social responsibility.  Undertake tasks assigned to you as part of a College procedure to maintain a safe, disciplined and positive environments for learning.  Undertake appropriate roles in accordance with staff disciplinary and grievance procedures, the student disciplinary and complaint procedures and as part of Management Patrol.  Ensure that all risks that could damage the reputation and financial viability of the College within the relevant areas of responsibility are identified, risk management documentation is maintained, appropriate control measures implemented and an annual review of risks is completed.  ***Personal Development***  Ensure that the personal development of learners is consistently embedded across all of your curriculum offer.  Participate in the development of external partnerships in order to enrich teaching and learning and enable learners to develop knowledge and skills beyond the qualification.  Provide opportunities for learners to develop their character, confidence and resilience to promote physical and mental wellbeing.  Work with staff from Student Experience to ensure that learners’ attendance to centralised personal development sessions is maximised.  ***Leadership and Management***  To manage staff in accordance with the College's HR policies, providing support and advice to staff when needed to raise the quality of delivery and reviewing staff performance continuously and through the appraisal process to ensure quality is maintained.  Meet formally with Course Leaders, both individually and as a group, leading and monitoring their work and developing this team to ensure they are meeting their key responsibilities and successfully completing individual appraisal objectives.  Use in-year performance data reports to monitor continuously the quality of learning experience, ensuring intervention takes place to support improvement.  Proactively identify and engage in highly effective partnerships with external stakeholders that enrich your curriculum offer.  Support the College in meeting its financial targets through the effective management and oversight of a budget allocated to you or to a direct report, through regular close working with the College’s finance team and through effectively managing the deployment of existing staff within your curriculum area for cover arrangements.  ***Impact of Role***  Successful completion of this role will impact most significantly upon the following Strategic Aims:   * Strategic Priority 2: We provide the highest quality experience for our students * Strategic Priority 3: We deliver an employer driven curriculum * Strategic Priority 4: We are a beacon for our community | |
| **General** | |
| Requirement to work flexible hours, including evenings as required.  To undertake to the role of Duty Manager in accordance with the requirements of the Duty Manager rota. | |
| **Special Features:** | |
| Teaching commitment: 210 hours per year. | |
| **Responsibilities common to all staff** | |
| You have a legal duty, so far as is reasonably practicable, to ensure that you do not endanger yourself or anyone else by your acts or omissions. In addition, you must cooperate with the College on health and safety matters and must not interfere or misuse anything provided for health, safety and welfare purposes.  The College aims to be a place in which people can work and study free from any form of discrimination You are responsible for applying the College’s Equal Opportunities Policy in your own area of responsibility and in your general conduct.  You are required to participate with the Appraisal process, engaging in the setting of objectives to assist in the monitoring of performance and the achievement of personal development.  All employees are required as part of their duties to take responsibility for safeguarding,  Prevent and promoting the welfare of children and vulnerable adults.  Such other relevant duties commensurate with the post as may be assigned by your manager in agreement with you. Such agreement should not be unreasonably withheld. | |
| **Review** | |
| This is a description of the job as it is presently constituted. It may be reviewed and updated from time to time to ensure it accurately reflects the job required to be performed, or to incorporate proposed changes. | |

**Person Specification**

In order to be short-listed you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will use the desirable criteria to produce the shortlist.

All disabled candidates who meet the minimum essential criteria will be included on the shortlist

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| **Qualifications** | | **Essential** | **Desirable** | **How Assessed** |
| 1 | A minimum of a level 3 qualification in a relevant curriculum area. |  |  | A/C |
| 2 | A Cert Ed or equivalent. |  |  | A/C |
| 3 | Level 2 English and Maths qualifications (or equivalent). |  |  | A/C |
| 4 | Hold an A1 Assessor qualification or equivalent. |  |  | A/C |
| **Experience and knowledge** | | | | |
| 5 | Experience of managing/coordinating complex projects from inception to successful completion. |  |  | A/I |
| 5 | Thorough understanding of quality assurance processes relating to teaching learning & assessment. |  |  | I/P |
| 6 | Understanding of value added and the use of assessment outcomes to accurately determine learner starting points and support substantial and sustained progress. |  |  | I |
| 7 | An understanding of the opportunities and challenges applicable to the curriculum areas within scope of responsibility. |  |  | I/P |
| 8 | Evidence of delivering outstanding teaching and learning. |  |  | A |
| 9 | Experience of challenging staff to improve performance and implementing actions plans to support improvement. |  |  | A |
| 10 | Experience of producing effective written and verbal reports which analyse curriculum performance. |  |  | A/T |
| 11 | Track record of successfully managing internal and external verification activity. |  |  | A |
| 12 | Evidence of a solution focused approach to effectively managing student conduct and behaviour issues. |  |  | A |
| **Skills & Abilities** | | | | |
| 13 | The ability to develop detailed plans, track and monitor progress, coordinate activities and meet deadlines. |  |  | A/I |
| 13 | Ability to effectively lead and manage a number of curriculum areas to meet the College’s strategic and operational expectations. |  |  | A/I |
| 14 | Ability to motivate and inspire a team of Course Leaders and teaching staff to deliver fun and unmissable teaching, learning and assessment. |  |  | T/I |
| 15 | Ability to assess the quality of teaching, learning & assessment across curriculum areas using a wider variety of evidence sources, developing & implementing actions plans to improve performance, as required. |  |  | I |
| 16 | Ability to communicate effectively, both verbally and in writing, to a range of diverse audiences. |  |  | I |
| 17 | Ability to deliver well planned teaching in at least one of the curriculum areas covered by the role responsibilities. |  |  | I |
| 18 | Ability to promote a disciplined learning environment which sets high expectations of all learners. |  |  | I |
| **Special Requirements** | | **Essential** | **Desirable** | **How Assessed** |
| 19 | Possess a driving licence. |  |  | C |

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| **Key** | |
| **A** | Application |
| **I** | Interview |
| **T** | Test |
| **C** | Certificate |
| **P** | Presentation |

**Vision, Mission and Values**

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| **Vision** |
| To be the best College in the country. |

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| **Mission** |
| To inspire, challenge and transform lives. |

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| **Values** |
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**Main Terms and Conditions of Employment**

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| **Salary** | £42,581 |
| **Holidays** | 48 days inclusive of 8 statutory bank holidays |
| **Pension** | Teachers’ Pension |
| **Contact Type** | Permanent |
| **Working Weeks** | 52 |
| **Hours of Work** | Minimum of 37 per week |