

Curriculum Manager - Construction

Role Description

About the role

In this key role you will have responsibility for the Construction provision at Rotherham College, which includes Joinery, Plumbing and Brick trades. You will be required to provide dynamic leadership in the day to day operations in of these areas. Working as the as lead for Construction at Rotherham College, you will play a significant part in linking with the local authority and local employers in supporting the towns Economic Growth Plan.

In this challenging role you will be required to have the skills and vision to continually develop the curriculum, ensuring that the offer meets the needs of learners, employers and addresses local and commercial priorities. Our main goal is to ensure that our learners have great learning experiences, achieve outstanding success and develop the work skills for their future.

You will support the Senior Leadership Team of the RNN Group by leading on the design and delivery of Construction curriculum at the Rotherham campus and projects across the RNN Group. The RNN Group is looking to recruit a talented individual who has expert Construction knowledge, with industry expertise in one of the three trades; Brick, Plumbing or Joinery. Someone who has managed a successful Construction department and who has proven experience and knowledge of providing a curriculum that responds to the emerging employment market and new innovative Construction methods.

You will lead on the curriculum development to ensure programmes are innovative and have a clear intent so that they are preparing our students to be the workforce of the future. You will take a leading role in developing strong business engagement and community links, to maximise the learner experience in regards projects and work placement opportunities. You will work with stakeholders across the sector to establish clear progression pathways for learners. You will develop strong relationships with the local authority, local schools and employers and successfully develop and implement a learner recruitment strategy that ensures learner numbers and financial targets are achieved.

As operational lead for this area you will report directly to the Rotherham College Assistant Principal and line manage teaching, support and technical staff to ensure the delivery of high-quality education and training and successful commercial opportunities linked to the curriculum. You will set high expectations for learner success and pro-actively drive forward college strategies for the curriculum, quality improvement, digital learning and business engagement which will support the Group's ambition to become outstanding.

Main Duties

- Lead the Rotherham Colleges curriculum development through to successful delivery, supporting in the designing of the curriculum and internal and external learning environments.
- Lead on the development of projects within Rotherham in conjunction with local authorities and employers.
- Deliver high quality teaching, learning and assessment for an agreed annual allocation on Construction related programmes.
- Work with stakeholders across the sector to establish appropriate work placement opportunities, community-based initiatives and clear progression pathways for learners.

- Support the Assistant Principal to ensure that the performance of the area is of a high quality. To do so you will achieve key targets to ensure the delivery of agreed strategic objectives covering the following:
 - Learner success and achievement outcomes
 - Commercial, Project and Funding Agency Income
 - Quality of Education and learner experience
 - Development of the curriculum to meet the local and regional skills needs.

The exact requirements in respect of these areas will be reviewed on an annual basis.

Role Objectives

To achieve these major objectives, you will ensure the delivery of the following key objectives:

Curriculum Planning and Delivery

- You will be responsible for curriculum planning for your area each year. You should ensure that curriculum planning achieves the following outcomes:
 - That we grow 16-18 learner numbers and that through this funding allocations are fully utilised.
 - You grow key funding streams such as Apprenticeships, FE Loans, ESF and Higher Education.
 - That we refresh the Curriculum offer to fit local needs.
 - That we optimise financial returns whilst maintaining and enhancing the quality of provision.
 - All learners participate in purposeful work placement opportunities that meet their career aspirations.
 - To ensure the timetabling of programmes, staff and accommodation is implemented to best practice guidance.
- You will ensure your staff and learners engage in the Group's English and Mathematics strategies so that learners develop their skills to a higher level.

External Facing

- You will support the Assistant Principal in the development of employer links/boards and engagement with Further and Higher Education Institutions.
- You will ensure that all pre and post 16 collaborations set high expectations. Ones of a high standard, that analyse the quality of education and success of learners, in order to develop programmes and links with schools with a view to increasing progression from these programmes.

Challenges

- You will use clear communication and presentation skills to deliver commercial and curriculum ideas to internal and external suppliers.
- You will be able to manage a demanding workload, remain calm under pressure, managing your own tasks as well as being a problem solver for those you manage.
- You will be able to remain positive at all times, acting as a role model to the Group's staff and assisting them to overcome obstacles in their roles.

Your role in the Group

- You will report directly to the Assistant Principal/ Rotherham College Campus Manager and will work under their direction, which may include the management of other Curriculum Area's from time to time when required.
- You will work with the colleagues across the Group's College management Team.

- You will line manage a range of teaching, support and technical staff.
- You will attend and contribute to relevant management meetings, playing a pro-active role to enhance the curriculum and college campus environment.
- You will work with other cross Group teams to ensure the efficient completion of tasks

Our Vision and Values

You will work with us on achieve our organisational vision of 'We will become one of the UK's leading Further Education College's, delivering outstanding technical and professional education and training, helping businesses succeed and grow, and transforming the lives of our students and our communities'.

You will embed and live our values in all that you do:

- Respect
 - Valuing each other and the ways in which we work together
- Support
 - Creating an environment which is caring and safe
- Inclusion
 - Valuing and creating individuality and the chance for each to reach their full potential
- Excellence
 - Being positive and creative, and striving to be the best that we can be
- Partnership
 - Working with employers and partners to meet the needs of our students and our community

Commitment to Safeguarding and Equality, Diversity and Inclusion

RNN Group places the health, safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Equality, Diversity and Inclusion and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients,

and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Commitment to Data Protection

The RNN Group takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

- Ensuring compliance with the data protection policy
- Ensuring compliance with the subject access request policy
- Reporting any data breaches or data security concerns to the Data Protection team

Requirement for flexibility and updating of the role description

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety, quality assurance and Data Protection.

Terms and Conditions – Academic Management Staff

The terms and conditions for the role are as follows:

Salary: Spine Point CM1/2, currently £42,420 - £44,440 per annum

Pension: Automatic enrolment to the Teachers Pensions Scheme.

Holidays: 35 days per annum plus bank holidays

Curriculum Manager - Construction Role Specification

AF-Application Form I-Interview R-Reference CQ-Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
1. Experience				
• Evidence of consistent high performance in curriculum and people management, reflected in outcomes for learners and financial performance	✓		AF,I,R	✓
• Evidence of successfully embedding of strategic initiatives in to operational departments	✓		AF,I,R	✓
• Experience of leading cross-college projects and collaborating with key stakeholders within the further education sector	✓		AF,I,R	✓
• Evidence of Construction and management expertise	✓		AF,I,R	✓
• Experience of managing and implementing FE quality improvement processes	✓		AF,I,R	✓
• Experience of and commitment to the development of blended delivery and online and independent learning	✓		AF,I,R	✓
2. Qualifications				
• Level 2 Literacy and Numeracy	✓		AF,I,CQ	✓
• Possession of a Brick, Joinery or Plumbing qualification at level 3 or above	✓		AF,I,CQ	✓
• A management qualification at an appropriate level	✓		AF,I,CQ	✓
• Possession of a teaching qualification	✓		AF,I,CQ	✓
• Digital Learning Technology qualification or training (e.g. Google Educator)		✓	AF,I,CQ	✓
3. Practical and Intellectual Skills / Knowledge / Abilities				
• Academic credibility with a track record of excellence in teaching	✓		AF,I,R	✓
• Ability to demonstrate flexibility and team working	✓		I,R	
• Able to work in an organised and methodical manner	✓		I,R	
• Working within a customer focused environment	✓		I,R	
• Ability to successfully build external relationships with local businesses and other key external stakeholders	✓		AF,I,R	✓
• Excellent knowledge of recent initiatives in curriculum development and design, particularly with regards to construction trades/skills.				
4. Disposition / Attitude				
• Pleasant and helpful approach at all times	✓		I,R	
• Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I,R	
• A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		I	
• Able to work with and respect, personal or sensitive information and treat this data in confidence and accordance with the RNN Group Data Protection policy	✓		I	
• Committed to a policy of equality which is relevant to all students, staff, clients and members of the public, regardless of race, creed, colour, ethnic origin, nationality, gender, sexual orientation, age and disability	✓		I	
5. Training				
• Willing to undertake any training connected with the post	✓		I	
• Willing to undertake statutory training in connection with Safeguarding, Data Protection, Equality and Diversity and Prevent.	✓		I	
6. Physical Make-up				
• Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		R	