

Job Role Details		Last Updated: May 2019
<b>Department/ Location:</b>	Curriculum / Cross site	
<b>Job Title:</b>	Curriculum Manager	
<b>Salary Grade</b>	Curriculum Manager Pay Spine	
<b>Responsible to:</b>	Head of Department	
<b>Responsible for:</b>	Designated curriculum staff	
<b>Job Purpose Statement:</b>		
<p>Assist the Head of Department with the management and motivation of staff, supporting high quality teaching and learning, whilst assisting with performance management and quality related issues, including assisting with monitoring and delivery of individual, team, department and college MLPs and other college targets and priorities, creating and delivering effective study programmes and contributing to quality assurance and business planning as required, in order to ensure the effective day to day delivery of high quality, fit for purpose curriculum teams.</p>		
<b>Main Responsibilities and Duties:</b>		
<p><i>The following is an indication of the type and level of the main priorities expected of this role as directed by your line manager and is not intended to be a comprehensive list of duties or tasks:</i></p> <ol style="list-style-type: none"> <li>1. Inspire and motivate students through outstanding teaching and learning that stretches and challenges students to be the best they can be, by undertaking the full role of a Lecturer for all designated students within their specialist area, assisting the HoD in promoting high expectations and ensuring lecturers deliver sessions that demonstrate a passion about their area of teaching, assisting staff in developing their students' English, Maths and other employability skills, within lessons, whilst promoting the importance of attendance and achievement on all areas of their study programme. All this will be underpinned by regular target setting and progress monitoring to ensure that all students reach successful outcomes.</li> <li>2. Assist the Head of Department (HoD) with the preparation, development and implementation of curriculum, teaching and learning delivery plans for the designated curriculum specialism, in accordance with the strategic plan set for the College, assessing immediate and short term needs, ensuring that all such plans remain robust and fit for purpose in accordance with departmental and college requirements.</li> <li>3. Support the delivery, development and maintenance of effective timetables for all relevant study programmes across the college, taking account of physical resources i.e. accommodation, relevant specialist facilities etc., ensuring the optimum use of human resources, balancing skills and experience and allocating classes to match the available amount of contact hours.</li> </ol>		



4. Assist with the monitoring, on a daily/ weekly basis, of all College, team and individual MLPs as directed by the HoD, in particular, monitoring learner attendance, retention, achievement and progress against student starting points, developing and implementing strategies to assist teaching staff in the achievement of MLPs, whilst ensuring that all such targets are monitored and appropriate steps taken to address underperformance.
5. Support the HoD as required with the management of staff performance via learning walks and dip sampling of lesson plans, schedules of work etc., acting as a role model and providing advice, guidance, development and support as needed.
6. Assist with the quality assurance of teaching and learning across the department and the college, assessing and driving quality improvements, promoting and implementing innovative and best practice techniques, developing study programmes and undertaking project work as required, to ensure the continued and sustained improvement of quality in these areas covering short to medium term activity and targets for the department.
7. Contribute to the business planning process for the designated department, by assisting the line manager with research and analysis, providing data and ideas, options and potential solutions based on the knowledge of study programmes, student retention and achievement and their impact on both human, financial and physical resources, assisting with the production of any consultation papers that may be required in the case of staff reductions.
8. Manage all designated staff, taking responsibility for allocation of duties, performance, discipline, absence management, appraisal, time keeping, approval of annual leave etc., and the cost effective use of overtime, allocation of additional contact hours and time off in lieu for staff, ensuring full compliance with relevant college policies and procedures at all times. This will include participating in recruitment and selection of staff as required.

All staff are required to:

- Staff must complete mandatory annual Continuing Professional Development (CPD) in accordance with the number of hours set for their Department.
- Travel between sites as and when required in accordance with their job role.
- Evening and weekend work may be required to meet the needs of the service
- Comply with and understand all aspects of legislation and College policies and processes relating to safeguarding, including promoting the welfare of children, young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Comply with, understand and promote statutory and college best practice in Health & Safety at a level relevant to the role and responsibilities held by the post holder.
- Comply with, understand and promote statutory and college best practice in respect of GDPR at a level relevant to the role and responsibilities held by the post holder.
- During the course of your duties, you may acquire or have access to confidential information which should not be disclosed to any other person unless in pursuit of your duties in compliance with GDPR or with the specific permission given on behalf of the College.
- Actively take responsibility for their personal learning and development (informal and formal) reviewing and reflecting on their performance within their current role.
- Promote, adhere to, understand and put into practice all college policies and procedures.
- Positively support equality of opportunity and equity of treatment to colleagues and students





in accordance with the MidKent College Equal Opportunities Policy.

- Attend and complete all mandatory training sessions or on-line computer based training packages as required by the college.
- Undertake any other duties consistent with the key responsibilities and/ or duties of this role as directed by your manager.

Person Specification		
Qualifications	Criteria	Assessment Method
	<ul style="list-style-type: none"> <li>• Essential (E)</li> <li>• Desirable (D)</li> </ul>	<ul style="list-style-type: none"> <li>• Application (A)</li> <li>• Assessment Centre (AC)</li> </ul>
<ul style="list-style-type: none"> <li>• Level 3 or higher NVQ qualification or equivalent relevant to specialist curriculum area.</li> <li>• Qualified teachers status (QTS), PTLLs or Cert Ed or Equivalent</li> <li>• TAQA (or equivalent) or willingness to work towards within six months</li> <li>• Evidence of CPD</li> <li>• GCSE or equivalent standard passes in English and Maths</li> <li>• Degree or equivalent in a relevant subject</li> <li>• Professional qualification/ membership relevant to specialist area.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A/AC</li> <li>• A</li> <li>• A/AC</li> <li>• A</li> <li>• A</li> <li>• A/AC</li> </ul>
Experience		
<ul style="list-style-type: none"> <li>• Recent relevant experience in the specialist area/s they will be teaching</li> <li>• Relevant and successful experience of teaching across a variety of levels.</li> <li>• Technically competent in the specialist area that they are applying for.</li> <li>• Knowledge of current developments within FE/HE.</li> <li>• Relevant professional/industrial experience.</li> <li>• Have a good working knowledge of quality assurance procedures.</li> <li>• Practical experience of classroom management</li> <li>• Experience of course development, improvement and tutoring</li> <li>• Experience of creating and maintain meaningful working partnerships with external agencies.</li> <li>• Experience of writing study programmes which</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> </ul>





<p>satisfy the specifications laid out by different awarding bodies</p> <ul style="list-style-type: none"> <li>• Experience of delivering apprenticeship frameworks</li> <li>• Experience of leading students to the successful completion of their course.</li> </ul>	<ul style="list-style-type: none"> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A/AC</li> </ul>
<b>Skills &amp; Aptitudes</b>	<b>Criteria</b>	<b>Assessment Method</b>
	<ul style="list-style-type: none"> <li>• Essential (E)</li> <li>• Desirable (D)</li> </ul>	<ul style="list-style-type: none"> <li>• Application (A)</li> <li>• Assessment Centre (AC)</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to analyse and interpret data to monitor and improve individual, course and curriculum performance.</li> <li>• Evidence of successful management of staff and delivering improvements in curriculum.</li> <li>• Ability to work flexibly and meet deadlines under pressure whilst maintaining quality of provision.</li> <li>• Demonstrates commitment, responsibility, initiative and innovation.</li> <li>• Maintains a good knowledge of the latest developments in their curriculum.</li> <li>• Good verbal and written communication and interpersonal skills.</li> <li>• An in-depth and practical knowledge of specialist curriculum area.</li> <li>• Ability to communicate with students in both theoretical and practical sessions across all levels</li> <li>• Able to demonstrate an ability to write clear and comprehensive reports for assessments, UCAS references, course reviews etc.</li> <li>• Ability to implement creative and inspirational TLA to ensure learning takes place</li> <li>• Good digital skills</li> <li>• Ability to embed English and maths in theoretical and practical sessions.</li> <li>• Knowledge of budget management.</li> <li>• Ability to use of Pro- Monitor Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• E</li> <li>• D</li> <li>• D</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A/AC</li> <li>• AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> <li>• A/AC</li> </ul>
<b>Other Requirements</b>		
<ul style="list-style-type: none"> <li>• The successful candidate will be required to act with discretion, pride, purpose, resilience and confidentiality.</li> <li>• Willing to undertake mandatory training and demonstrate awareness of Health &amp; Safety</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• AC</li> <li>• AC</li> </ul>





<p>requirements.</p> <ul style="list-style-type: none"> <li>• Willing to undertake mandatory training and demonstrate awareness of GDPR.</li> <li>• Willing to undertake all other mandatory training as required by the College.</li> <li>• The successful candidate will be required to adopt a student focus and commitment to developing knowledge of quality improvement processes and systems.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• AC</li> <li>• AC</li> <li>• AC</li> </ul>
<b>Safeguarding</b>		
<ul style="list-style-type: none"> <li>• The College is committed to safeguarding and promoting the welfare of young people and venerable adults. The candidate's ability to perform the duties aligned to safeguarding and Prevent strategies within this role will be explored during the interview process.</li> <li>• The successful candidate will be required to have a DBS check to work at the College.</li> </ul>	<ul style="list-style-type: none"> <li>• E</li> <li>• E</li> </ul>	<ul style="list-style-type: none"> <li>• A/AC</li> <li>• A</li> </ul>

