

STANMORE COLLEGE

CURRICULUM MANAGER – SCIENCE

(Full time, 36 hours per week, through the year) Starting 15th August 2022)

We are looking for a Curriculum Manager in Science to provide operational leadership and taking responsibility for the delivery of the College's strategic objectives, curriculum delivery, quality assurance and the evaluation of their defined study curriculum area and line management of those staff with the potential to develop your management skills.

You must be enthusiastic and highly motivated, have a flexible approach to work and be able to work as a member of team.

Applicants must have a relevant degree, a full teaching qualification (PGCE/Cert Ed/DTLLS) and an Internal Verifier Award. Recent experience of teaching the relevant subject in a school, FE college or adult learning institution is essential.

Salary Scale: Band J - K, points 36 – 39, £40,164 - £43,336 per annum

Application form and further details of the post available from the Stanmore College website following the link: <https://stanmore.ac.uk/Vacancies> or telephone on 020 8420 7739

Closing date for applications is Thursday, 26th May 2022
Interviews will be held on Wednesday, 8th June 2022

STANMORE COLLEGE

JOB DESCRIPTION

POST: Curriculum Manager – Science
(Full time, 36 hours per week, through the year –
Starting 15th August 2022)

REPORTS TO: Head of School

RESPONSIBLE FOR: Providing operational leadership and taking responsibility for the delivery of the College's strategic objectives, curriculum delivery, quality assurance and the evaluation of their defined study curriculum area and line management of those staff

PRINCIPAL ACCOUNTABILITIES IN ADDITION TO DUTIES CONTAINED WITHIN THE LECTURER JOB DESCRIPTION.

1. Ensuring the curriculum area effectively assists with the recruitment of students to target levels, including participation in open evenings, external visits, marketing activities, interviewing and enrolment; providing high quality information, advice and guidance and a comprehensive induction to students
2. Responding to enquiries made about course(s) and contributing to the recruitment process
3. Working with the Head of School to ensure that all programmes are appropriately staffed, resourced and timetabled
4. Working with the Vice Principal, Curriculum & Quality, Head of School and Deputy Head of School to manage and lead course delivery and related support ensuring high teaching, learning and assessment and course delivery standards and success are achieved
5. Ensuring all learning materials used within the Curriculum Area; lesson plans, schemes of work and assessment activities, support high quality teaching, learning and assessment, and leading in maintaining audit records of these documents
6. Taking action to support all students in the area that do not meet the standards of behaviour required by the College, including attendance and punctuality, working with the Pastoral Support Manager to ensure students receive support from the College as required
7. Ensuring that all preparation, marking, assessment and internal verification is completed promptly and efficiently within agreed timescales and meets Awarding Organisation requirements

8. Ensuring that any new documentation required such as the course handbook, and information sheets is produced to meet quality standards
9. Within the assigned portfolio, keeping the curriculum under constant review to address market needs. Setting and monitoring action plans for the introduction of new courses in partnership with the Head of School
10. Working with the Vice Principal and Head of School to raise student achievement and improve the learning experience for students
11. Liaising with examinations department, moderators/verifiers to ensure compliance with awarding body requirements, including undertaking internal verification if required. To include timely registration of all learners on the correct qualification aims, ensuring unit combinations meet AO guidelines and certification claims are made accurately
12. Analysing key performance data and implementing an action plan to robustly monitor performance and bring about sustained improvement in teaching and learning and outcomes for learners in conjunction with the Head of school
13. Leading and line managing a group of staff associated with the courses within the curriculum area. Carrying out performance management meetings and professional development reviews and setting and monitoring action plans for staff where required (in liaison with the Head of School)
14. Actively promoting continuous improvement, ensuring compliance with the Colleges quality assurance policy and procedures, including producing an in-year and annual self-assessment for the subject area, inspection preparation and quality audits
15. Providing subject expertise and having a sound knowledge of current issues and trends in education and delivering an agreed number of teaching hours which represents good practice in teaching, learning and assessment ensuring opportunities for the use of ILT, on-line learning, assessment for learning, development of English and Maths and the use of electronic ILPs and promoting Equality & Diversity
16. Helping to ensure that College regulations and policies are upheld and instigating and following student disciplinary procedures where necessary
17. Maintaining appropriate Continuing Professional Development, including the attendance on all training events identified for you. Co-operating in any staff development activities required to effectively carry out the duties of the post and participating in College staff review and development schemes for you by your line manager
18. Communicating key information, new initiatives and developments to the team and ensuring the effective implementation of key decisions, convening team meetings as appropriate and keeping minutes and ensuring the student voice is included

19. Working co-operatively with colleagues and showing commitment to the College and its mission.
20. Taking personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.

The postholder will lead a defined study programme area, which will be reviewed annually, and will undertake pedagogic work. The composition of the study programme area will be reviewed annually with the portfolio. The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the college may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

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JOB TITLE: CURRICULUM MANAGER - SCIENCE

Criterion	Essential/ Desirable	Method of assessment
Qualification		
First degree at honours level in Business	E	Application form
Evidence of career development and appropriate professional development	E	Application form Interview
A full teaching qualification	E	Application form
Knowledge and experience		
A good knowledge of curriculum developments in the delivery of vocational and/or academic learning	E	Application form supporting statement Selection task
A good knowledge of 16-18 study programme funding arrangements and some knowledge of income streams for 19+ learners	E	Selection task
A good knowledge of academic and vocational assessment frameworks	E	Selection task
Knowledge and experience of how a range of teaching and learning strategies including the use of information and learning technology can be used in teaching, learning and assessment	E	Application form supporting statement Interview
Experience of working with young people and adult learners, in an educational setting delivering a learner-centred curriculum	E	Application form supporting statement
A good understanding of equality and diversity and how it relates to the provision of education and training	E	Application form supporting statement Interview
Experience of effective coordination of teams	D	Application form supporting statement Interview
Experience of managing the	D	Application form supporting

delivery of new and innovative curriculum delivery models		statement Interview
Experience of meeting and communicating with parents and with partners such as employers, local community and staff from other institutions	E	Application form supporting statement Interview
Skills and abilities		
The ability to share overarching vision and ethos with teams of staff	E	Interview
The ability to understand and analyse data from several sources and draw conclusions	E	Selection task
The ability to communicate information accurately and effectively both in writing and verbally	E	Application form supporting statement Selection task Presentation Interview
The ability to prepare and present formal reports and give formal business presentations	E	Application form supporting statement Presentation
The ability to be creative and innovative when faced with problems and challenges	E	Application form supporting statement Interview
Ability to work effectively with others and relate to others at all levels	E	Interview
Ability to meet deadlines and provide information as requested	E	Interview
Other		
A passion for further education and the opportunities it can bring in terms of participation and widening access	E	Application form supporting statement
Willingness to work flexibly in terms of hours and locations effectively demonstrating enthusiasm and energy	E	Application form supporting statement Interview
Commitment to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults	E	Application form supporting statement Interview

Satisfactory pre-employment checks: Satisfactory references Satisfactory medical clearance Satisfactory DBS check Confirmation of your right to work in the UK Verification of your qualifications	E	Not required for internal applicants
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