The Chesterfield College Group

JOB DESCRIPTION

POST TITLE: Curriculum Operations Manager in Engineering

GRADE: Harmonised Salary Scale Point SP38-44

RESPONSIBLE TO: Director of Advanced Engineering, Building Technologies and Construction

RESPONSIBLE FOR: Leading a curriculum team to deliver an outstanding student experience, playing a key operational role in the College's vision to become and sustain outstanding.

DEPARTMENT: Engineering including Higher Education

WORK ARRANGEMENTS: 37 hours per week/52 weeks per year
It is expected that from time to time these hours will be exceeded as reasonably necessary for the proper performance of the duties and responsibilities of the post.

PURPOSE OF THE POST

The post holder will:

1. Facilitate the development of outstanding teaching and learning.

2. Under the leadership of the Director of Learning, undertake management responsibility for a portfolio of sector/subject programmes and staff, leading teams to deliver an outstanding student experience.

3. Effectively plan and deliver a curriculum offer that is current, flexible and responsive to the needs of students, parents, employers and stakeholders, whilst meeting the demands of industry and the economy.

DUTIES AND RESPONSIBILITIES

1. Work effectively together with work based and cross-college colleagues as one team, respecting and valuing each other to deliver outstanding services to students.

2. Ensure open, transparent and effective communication that is inclusive of all staff and impacts positively on the student experience.

3. Proactively review the standards of teaching, learning and assessment and plan for improvements with the Director and Curriculum Teams, measuring the impact on students' learning and progression, with a particular focus on the achievement of higher grades and maximising student potential.

4. Relentlessly pursue an outstanding teaching and learning experience for all students by ensuring effective planning for learning that is innovative, experimental and engaging and impacts positively on learning outcomes, higher grades, positive progression and destination.

5. Working directly with the Department for Excellence and Improvement, manage and engage with the effective delivery of both internal and external quality assurance arrangements including planning and management of internal verification and moderation and liaison with external verifiers.

6. Lead teams effectively, celebrate success and manage performance to deliver departmental and college targets and support staff to further improve and develop.

7. Lead on the development of the area budget and business plan to deliver/exceed challenging financial targets including profit.

8. With the Director and Curriculum Teams, produce the self-assessment report for the area and thereafter develop quality improvement plans which develop outstanding practices throughout the Directorate.

9. Make effective use of the Quality Improvement Plan as a vehicle to drive improvement for the area that results in tangible and measurable improvements.

10. Analyse performance against data and statistics to manage the student experience, delivery of KPIs and inform interventions for improvement.

11. Provide reports to the Director, as required.

12. Undertake a lead role in curriculum planning, timetabling, managing staff/room utilisation and resources to deliver outstanding services for students in line with budget.

13. Working with marketing, plan and deliver events, ensure all promotional and marketing material is fit for purpose, providing every opportunity to celebrate the College as an outstanding choice for students.

14. Working with Student Futures to ensure each student is in receipt of appropriate additional support to enable them to achieve and progress.

15. Undertake the role of ambassador for the College, supporting senior leadership with effective cascades of information and communication and championing the core values of the College.

GENERAL

1. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities, as appropriate to the role.

2. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Performance and Development Review (PDR).

3. Promote a positive image of the College and the work that is carried out across its various services.

4. Comply with all legislative and regulatory requirements.

5. Apply the College's own Safeguarding Policy and practices and attend training as requested.

6. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.

7. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

NB: Curriculum Teams refers to all areas of delivery including class and workbased.

The Chesterfield College Group

Person Specification

Post:	Curriculum Operations Manager - Engineering	Directorate:	Advanced Engineering, Building Technologies and Construction

Key Requirements:	Essential/ Desirable	How Assessed
Qualifications:		
Level 5 or equivalent qualification relevant to the curriculum area of expertise	E	A
Teaching qualification	E	A
Assessor/Verifier Award or willingness to work towards	E	A
Maths and English L2	E	A
Experience:		
Proven experience of managing a team within an FE setting, ultimately providing an outstanding effective teaching and learning experience	E	A/I
Experience of commercial and business development including building relationships with key employer links, universities and other stakeholders	E	A/I
Experience of engineering apprenticeship delivery pathways and building relationships with employers	E	A/I
Experience of managing engineering based Higher Education provision	E	A/I
Experience of International project management and curriculum delivery	D	A/I
Implementation of curriculum innovation and development to meet challenging KPIs in a complex setting	E	A/I
Contribution to the self-assessment process and a track record in the management of quality improvement with evidence of raising standards.	E	A/I
Ability to work in a cross college capacity with exceptional communication skills	E	A/I
Managing budgets efficiently and effectively, maximising income and profitability	D	A/I
Experience of and an ability to co-ordinate curriculum development, planning and deliver outstanding quality assurance and improvement	E	A/I
Experience in researching, planning and delivering diverse income streams to meet student and employer needs	D	A/I
Experience of meeting students' needs and impacting positively on the student experience	E	A/I
Proven experience of effectively managing teams to deliver challenging KPIs and high level performance	E	A/I
Skills/Knowledge:		
Knowledge of current, relevant challenges within FE including a sound knowledge of Government education policy and funding	E	I

Ability to cultivate an aspirational culture in which the team and students can thrive and grow	**E**	**I**
Strong motivation to lead the achievement of outstanding	**E**	**I**
Ability to plan, communicate and problem solve effectively	**E**	**I**
Excellent communication skills both written and oral	**E**	**I**
Strong influencing skills and support consistency across curriculum areas	**E**	**I**
Ability to work under pressure and meet deadlines	**E**	**I**
Self-managing/reflective	**E**	**I**
Ability to act as an ambassador for the College with a range of external organisations, stakeholders and the community	**E**	**I**
Ability to influence and affect change	**D**	**I**
Ability to analyse and interpret data and statistics to identify areas for intervention	**D**	**I**
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	**E**	**I**
Full commitment to Equal Opportunities and anti-discriminatory working practices	**E**	**I**

E = Essential   D = Desirable   A = Application   I = Interview   T = Test

Produced By:	Gavin Varley	**Date Produced:**	January 2022