

## STANMORE COLLEGE

### CURRICULUM MANAGER – ENGLISH

(Full time, through the year)

Help us to develop the future of our students and take the lead in transforming education and shaping the future of a dynamic college? Stanmore College is on the lookout for a trailblazing individual to join us as the Curriculum Manager - English! If you're passionate about education, innovation, and creating an inspiring learning environment, we want to hear from you.

#### Why Stanmore College?

Stanmore College isn't just a place of learning; it's a community of forward-thinkers, innovators, and educators who are committed to making a real impact. We take pride in our diverse and vibrant student body, our cutting-edge programs, and our supportive culture that encourages both personal and professional growth.

#### What's In Store for You:

**Innovation Hub:** Be at the forefront of educational innovation! We believe in pushing boundaries and embracing new teaching methodologies that captivate and inspire our students.

**Collaborative Excellence:** Join a dynamic team of educators who share your passion for excellence. Teaching skills will empower them to reach new heights, fostering a collaborative culture where ideas flourish.

**Student-Centric Approach:** We're not just about education; we're about student success. Your role will directly impact the lives of our students, helping them achieve their goals and unlock their full potential.

**Strategic Impact:** As Curriculum Manager, you'll have the autonomy to shape the strategic direction of your faculty. Your vision will drive positive change, making a lasting impact on both the institution and the wider community.

**Rewarding Environment:** We believe in recognizing and rewarding excellence. Your dedication and achievements will be acknowledged through competitive compensation and opportunities for professional development.

**Collaborative Spirit:** A team player who thrives on collaboration and is eager to build partnerships with industry leaders, educators, and stakeholders.

## **Ready to Make a Difference? Apply Now!**

Application form and further details of the post available from the Stanmore College website following the link: <https://stanmore.ac.uk/Vacancies> or telephone 020 8420 7840.

You must complete the application online and also attach your CV along with a compelling cover letter. Join Stanmore College and be part of an exciting journey where your passion for education meets limitless possibilities.

At Stanmore College, diversity is celebrated, and we welcome applications from candidates of all backgrounds. Don't miss out on this exciting opportunity to shape the future of education – apply today!

Note: Successful candidates will be contacted for interviews. Stanmore College reserves the right not to make an appointment if a suitable candidate is not identified.

**Salary Scale:** £43,226-£46,640 per annum

**Closing date for applications is Tuesday, 06th August 2024.  
Interviews will be held on Wednesday, 14th August 2024.**

## **STANMORE COLLEGE**

### **JOB DESCRIPTION**

**POST:** Curriculum Manager – English  
(Full time, through the year)

We are looking for a Curriculum Manager in English 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

**REPORTS TO:** Head of Faculty

**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 Assistant 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.
21. The post holder should be willing to be first aider.

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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**STANMORE COLLEGE****PERSON SPECIFICATION****JOB TITLE: CURRICULUM MANAGER – ENGLISH**

(Full time, through the year)

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

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