

JOB DESCRIPTION

Post:	Curriculum Team Manager - Professional & Distance Learning provision
Reports to:	Vice Principal – Training Skills and Higher Education
Responsible for:	Teaching staff and curriculum support staff
Grade:	Spot Salary
Salary:	

Main Purpose of the Post:

To line manage the curriculum team to ensure that all students have a high quality learning experience and are appropriately supported to achieve their qualification aims and progression plans. To line manage staff effectively and promote excellence in the professional practice of teaching, learning and assessment and the support and development of students. To work effectively and cooperatively with other Curriculum Team Managers to ensure coherent programme/curriculum planning and implementation, universal use of e-learning and MyPT, efficient and effective use of resources and consistent and agreed application of policies and procedures. To act as the lead internal verifier for the team and to ensure that internal verification of all awards offered by the team meets national, awarding body and College requirements. To use the Quality Framework to drive improvement in the area. The weekly teaching commitment is 3 hours per week.

Main Tasks and Responsibilities

1. To provide leadership and management of the staff team and to deputise for the Vice Principal as required. This will include participating in the selection of new team members, and being responsible for their induction, appraisal, 1-1 support and supervision and Continuous Professional Development and Learning.
2. To ensure the provision of first class teaching, learning, assessment, student support and student progression by all team members, leading on the range of measures to both evaluate and improve this provision across the team. This could include observations, learning walks, individual and team development plans, and, for example, supported experiments and action research.
3. To effectively manage all allocated staffing resources, managing the day to day deployment and delivery of teaching, learning and assessment across the curriculum team, and organising operational cover, ensuring that staff utilisation targets are met.
4. To lead on assessment across the area to ensure that it models and reflects best practice and meets the requirements of the awarding bodies, acting at the Lead Internal Verifier in the area as needed.
5. To ensure that challenging targets are met by the team in relation to recruitment, retention, achievement and financial contribution.

6. To ensure the team recruits learners to the correct courses through a range of strategies including: Open Evenings, interviews, taster sessions, and enrolment, supporting efficient transfers if these are necessary.
7. To ensure that arrangements for Behaviour & Welfare and Personal Development for students are effective within the area and are in line with Curriculum Support guidelines.
8. To ensure the team effectively uses e-learning facilities and MyPT to track and monitor ongoing student progress and achievement, personal development and progression, in liaison with parents / carers / employers as appropriate.
9. To lead on Curriculum Team meetings and Staff/Student voice meetings, ensuring effective communication within the curriculum area.
10. To ensure that issues raised by students are responded to, as required, and bring these to the attention of the Vice Principal as appropriate.
11. To ensure the team effectively manage disciplinary procedures with respect to students studying in the area.
12. To use the Quality Framework to lead on the evaluation of the area and to drive improvement with the team: self-assessment and improvement planning; student and team progress reviews; evaluation and improvement of teaching, learning and assessment; use of other evidence to evaluate and drive improvement such as performance data, student feedback and feedback from other stakeholders; internal review processes; and external inspection and review.
13. To support the development and growth of the programmes/curriculum across the area and to ensure full compliance with all health and safety, safeguarding and data protection regulations.
14. With the team, and alongside college services, lead on the design and delivery of the curriculum ensuring that college targets and student needs and aspirations are met.
15. To assist the Vice Principal in effective management of all allocated non-staffing resources and ensure operational cost effectiveness in the use of allocated budgets, accommodation and equipment.
16. To effectively coordinate general organisation and administration and all associated record keeping, especially those related to the Distance Learning platform.
17. To undertake teaching, learning and assessment, as appropriate.

General Requirements

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and school targets within the College's annual planning and staff performance review processes and budgetary constraints in order to create and maintain high performance of learners and the College and:

- Actively promote the values of the College: learner focus, responsibility, integrity, collaboration and respect.
- Actively promote British values and equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices, creating an inclusive learning environment and workplace for students and staff respectively.
- Be committed to professional development, through participation in the College continuing professional development programme which includes commercial up-skilling, staff learning days and training events appropriate to the job role.
- Develop effective relationships with internal and external stakeholders and partners as appropriate to the role.
- Use and promote the College Health and Safety, Safeguarding (including Prevent), and Data Protection approaches and undertake recommended training as and when necessary.
- Identify and manage risk effectively.
- Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations in the College.
- Follow and promote Croydon College's ways of working.
- At all times seek to serve the best interests of the College.
- To provide cover for colleagues during periods of holiday or sickness absence.

NB: This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

Please read the items in this Person Specification carefully. When completing your Application Form describe and provide evidence of your knowledge, skills and experience in terms of the criteria below. Selection will be based on the Person Specification criteria and successful applicants will be expected to possess most of the attributes below.

Qualification
1. Teaching Qualification or willingness to undertake.
2. Relevant Degree and postgraduate qualification.
3. Maths & English GCSE / Level 2 equivalent.
Knowledge, Skills and Experience
4. Extensive teaching experience within one or more of the curriculum areas.
5. Extensive knowledge of one or more of the curriculum areas and current developments within those areas.
6. Understanding of teaching and learning issues within the curriculum area.
7. Knowledge and understanding of quality improvement frameworks.
8. Successful experience of programme/course leadership resulting in both quality improvement and growth.
9. Successful management experience or ability to develop and manage staff.
10. Good communication skills, verbal and written.
11. Ability to work effectively as part of a team.
12. Good organisational and IT skills.
13. Evidence of recent and relevant CPDL activity.
14. Ability to work on own initiative, within College aims and objectives.
15. A commitment to and understanding of Equality and Diversity, Safeguarding, Health and Safety and Data Protection.

April 2019