



## **JOB DESCRIPTION**

<b>TITLE:</b>	Curriculum Manager - Construction and Building Services
<b>SALARY:</b>	Up to £43,624 per Annum
<b>CAMPUS:</b>	Langley
<b>HOURS:</b>	Full Time Position- 0.6 curriculum management / 0.4 teaching
<b>JOB PURPOSE:</b>	<p>To assist in leading and managing the Construction and Building Services curriculum staff team, supporting high quality teaching and learning, including performance management and quality related issues.</p> <p>Be responsible for the delivery and monitoring of College, team and individual targets as directed and supported by the HoD, in particular, monitoring student attendance, retention, achievement.</p>
<b>ACCOUNTABLE TO:</b>	Head of Department

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal

### **KEY ACCOUNTABILITIES:**

The main duties and responsibilities of the post include the following:

1. Promote a culture, which sets high expectations of staff and students in the department.
2. Assist in leading, managing and developing the Construction and Building Services curriculum team supported by the Head of Department.
3. Assist in exam planning and coordination with the Awarding Body/ Exams Dept/ Estates. Lead on the standardisation of marking non regulated/external qualifications and ensure quality assurance processes are followed effectively.
4. Monitor student performance including ensuring student performance/progress tracking is current, accurate and evidence based.
5. Review the effectiveness of provision in the department in accordance with the College's Quality Cycle and implement appropriate action plans / intervention to improve the quality of teaching, learning, assessment and learner outcomes.
6. Participate in the probation and performance management of teachers in the department and also, when necessary, manage complaints and/or conduct, capability and discipline issues
7. Ensure that good practice is disseminated and promoted within the department and develop/contribute to cross-College training events.
8. Lead and attend relevant meetings as appropriate



9. Work closely with the managers, teaching staff and personal tutors to address issues relating to student performance, attendance and behaviour.
10. Observe at all times strict rules of confidentiality appropriate to the post.
11. Undertake such other duties as may from time to time be reasonably requested.

## **GENERAL DUTIES**

- To be a member of the College's Safeguarding Triage Team
- To undertake Duty Manager responsibility
- To promote creativity and innovation within areas of responsibility
- To undertake other duties as the Principal may from time to time reasonably direct
- To represent the College when required

### **Note**

The post will be based at one of the current College campuses, but the duties of the job may require the post holder to work at any College campus or other location connected with the work of the College. Travel between the college's main campuses will form a requisite part of this post.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the College's Safeguarding and Promoting Welfare for Children & Vulnerable Adults Policy.
- The principles and procedures set out in the College's Data Protection Policy



## PERSON SPECIFICATION

### Curriculum Manager - Construction and Building Services

	Essential	Desirable	Source of Evidence
<b>QUALIFICATIONS</b>			
Educated to Degree level or equivalent vocational qualifications	✓		AF
Possession of a recognised teaching qualification (PTLLS or above)	✓		AF
<b>EXPERIENCE</b>			
Successful recent experience in supporting teams to monitor and improve their quality of teaching, learning and assessment.	✓		AF
Recent relevant experience in the specialist area/s they will be teaching	✓		AF
Evidence of motivating learners and developing and maintaining high levels of student retention and achievement	✓		IV
Demonstrates an understanding of the learning environment and the support required for a variety of students of differing ability	✓		IV
Experience of setting targets and monitoring progress against those targets	✓		AF
Experience of working with awarding bodies to ensure compliance and best practice	✓		AF
Experience of operating disciplinary procedures with students	✓		AF
Experience of successfully managing and/or mentoring staff	✓		AF/IV
<b>SKILLS / KNOWLEDGE / ABILITIES</b>			
Knowledge and understanding of the practice, changes and trends in quality assurance/improvement in the FE sector and how this impacts upon colleges		✓	AF
Proven communication skills (written, listening, oral and presentation) including the ability to negotiate effectively and to argue clearly and grammatically on paper	✓		IV
Proven experience of successfully leading and motivating others	✓		IV
Proven ability to understand and accurately interpret complex information and make sound, well-considered decisions and judgements.	✓		IV
Proven ability to initiate and develop creative and workable strategies to improve performance	✓		IV
Proven to prioritise and organise work effectively	✓		IV
Proven ability to deliver high quality teaching and learning	✓		AF/IV
Proven ability to improve outcomes for learners by taking initiative and leading improvements within a team	✓		AF/IV
Proven ability to build effective working relationships with students, colleagues, parents and external partners	✓		IV
Proven ability to work independently with minimal supervision and as part of a team	✓		IV
Proven ability to use Information Learning Technology (ILT) to support teaching and learning	✓		IV
Be highly organised, methodical and have a flexible approach to working practices	✓		IV



Evidence of all of the elements marked AF or AF/IV must be present in the application form in order to be shortlisted for an interview

All of the elements marked IV will be assessed at interview

All of the elements marked AF/IV will also be assessed at interview

All or some of the elements may be assessed by the Test/Presentation