Hertford Regional College
Job Description and Person Specification

Job Title:	Curriculum Co-Ordinator	**Post No:**	
Department/ Team:		**Grade:**	
Reports to:	Curriculum Area Manager		
Responsible for:	N/a		

Job Purpose

To support the Curriculum Area Manager (CAM) in maintaining high standards of teaching, learning, and assessment, while ensuring effective operational management and improved student outcomes.

The Curriculum Coordinator role is a strategic initiative to strengthen curriculum leadership, improve student outcomes, and support staff development. It ensures operational effectiveness and fosters a culture of excellence across the College.

To deliver the full range of professional services associated with programmes of teaching, learning, assessment and student support.

Main Areas of Responsibility

Curriculum Co-Ordinator	
1	Support the CAM in leading improvements in teaching, learning, and assessment across the curriculum area, including facilitating the sharing of good practice and innovation.
2	Conduct and participate in lesson observations, learning walks, peer reviews, and curriculum audits. Collaborate with cross-college teams for seamless delivery and intervention.
3	Promote high expectations and a culture of continuous improvement among both staff and learners. Support analysis of learner progress and achievement data to inform targeted improvement actions.
4	Support the consistent implementation of Attendance and Behaviour Policies and lead initiatives to improve student attendance, punctuality, and engagement. Use attendance and engagement data to identify trends, at-risk groups and individuals requiring intervention, and develop action plans for learners with low attendance or engagement.
5	Monitor and analyse KPIs including retention, achievement, progression, attendance, and behaviour.
6	Act as support to the CAM, ensuring leadership continuity. Assist in the day-to-day operational management of the curriculum area, including timetabling and cover arrangements and support curriculum planning and recruitment processes.
7	Support succession planning and staff motivation, providing mentoring and coaching to staff.

8	Promote enrichment activities to motivate students and increase participation.
9	Review learner progress and identify underperformance, coordinating interventions and personalised action plans for at-risk students. Promote high expectations and positive behaviour management.
10	Enhance the overall student experience, including promoting learner voice and engagement.
11	Encourage inclusive practices and a sense of belonging and collaborate with support teams for enrichment and interventions.
Teaching	
1	To deliver planned, coordinated, high quality teaching and assessment on appropriate subjects/units and contribute to teaching on other programmes, as agreed with the line manager. Teaching duties include the appropriate preparation and delivery of learning materials and resources.
2	To devise appropriate SOW, LP and ILP in accordance with college policy and procedure.
3	Undertake any additional measures to improve teaching and learning grade. eg sharing of good practice, peer observation, critical friend etc and ensure the action plan from the observation grade is followed.
4	Carry out peer observations.
5	To undertake regular programme and course reviews and produce action plans which feed into the self-assessment and business planning strategic process.
6	Proactively contribute to the review and development of the curriculum area and the departmental strategic plan.
7	Promote the curriculum area and participate in college events, recruitment interviews, marketing and publicity, open days, visits, internal and external competitions etc
8	Update yourself regularly in your specialist area and participate in staff development activities as required.
Programme management	
1	Ensure the full implementation of course review, evaluation and development, and other quality assurance processes as required by College policy.
2	Set and monitor targets for student recruitment, enrolment, attendance, punctuality, retention and achievement and report to curriculum team leader.
3	Work pro-actively to secure constant quality improvement and student completion and achievement of the highest possible standards.
4	Maintain high levels of pastoral support to all learners as appropriate, including day-to-day management of student discipline, student attendance and liaison with parents, guardians, employers and schools.
5	Undertake the role of personal tutor to groups of learners.
6	Undertake entry phase activities such as the interviewing, assessment, selection and induction of students.
7	Organise and supervise student placements as required.
8	Play a full role in the maintenance of student discipline, operation of the College's student disciplinary policy, and the maintenance of high standards of campus life generally.
9	Ensure implementation of College policy on student representation at course level.
10	To continuously review and recommend changes in the curriculum that meets the needs of the college, local communities, government priorities and awarding bodies.

11	Prepare staff and programme-related documentation for inspection visits (in particular, the accuracy of timetables, scheme of work, and lesson plans). To maintain all relevant course documents and student records in line with quality assurance procedures.
12	To ensure all learners are receiving ALS as necessary.
13	Introduce / implement / recommend whatever additional measures may be necessary to improve teaching and learning grades (peer observation, critical friend, etc.)
14	Ensuring compliance with internal/external verifiers and awarding body requirements.
15	Review and evaluate provision and performance including value added measures.
16	To ensure learners are appropriately enrolled, withdrawn where necessary, and adhere to registration exam entry procedures.
17	To ensure that your programme area meets the assessment and quality assurance requirements of the appropriate awarding bodies.
18	To ensure that trips and visits are properly arranged and documentation is correctly completed in line with college policy.
19	Assist with the specification of equipment, accommodation and other resources required for the full development of the team's programmes.
20	Work at all times as part of a programme learning area, and undertake related lead roles as necessary.
Equal Opportunities	
1	To support and further and the College's Equal Opportunities Policy and arrangements for the Policy's implementation.
Other responsibilities	
1	To maintain the professional image of the College by dressing appropriately for the duties you are undertaking and by demonstrating excellent time-keeping while undertaking such duties.
2	To be involved in the recruitment of students by undertaking promotional activities such as Open Days and Information Evenings.
3	Undertake other tasks, as directed, to meet the needs of the College; work flexibly; and take personal responsibility for retaining and developing competence
4	Support, comply and promote the College's equality and diversity, health and safety, smoking, safeguarding, and other policies, processes, arrangements and objectives.
5	To adhere to the Risk Management Policy and to notify their line manager of any identified risk.

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Job Description and Person Specification

Person specification

	Essential	Desirable	Assessed by
Education and qualifications	A teaching qualification at Level 4 (minimum) Minimum GCSE English and Maths grade 4 (or equivalent). Relevant professional qualification or experience	Supervisory/management qualification. Assessor & IV qualification, or commitment to achieve. Degree in related subject	Application
Experience	Proven teaching or training experience. Proven track record of contributing positively and influencing outcomes as part of team. Comprehensive industry knowledge supported by hands-on experience. Proven ability to drive improvements in student outcomes and curriculum development. Proven experience of meeting or exceeding targets Programme managing a large programme in an FE or HE environment Experience of providing personal tutorial support for learners	Experience of FE delivery. Experience of raising standards in line with Ofsted criteria.	Application and interview
Knowledge and Ability	Knowledge of the current business environment for the relevant subject / vocational area Ability to communicate (oral and written) with staff at all levels.		Interview and assessment

Hertford Regional College
Job Description and Person Specification

	Essential	Desirable	Assessed by
	Good organisational and administrative skills including IT. Ability to work under pressure and meet deadlines.		
Qualities and Attributes	Flexible, demonstrates leadership, adapts to new initiatives, enthusiastic, professional, reliable, committed to safeguarding. Good interpersonal skills Ability to relate to and motivate young people Well organised with good administrative skills Drive and passion to achieve student success		Interview and assessment

This is a description of the job as it is constituted currently. Job descriptions are periodically updated to reflect changing requirements or practice. The aim is to reach agreement on reasonable changes with the post-holder, but the College reserves the right to introduce such changes if agreement cannot be reached.

Other Information

Only drivers who hold driving licences pre January 1997 are eligible to drive our minibuses, unless they have passed a PCV driving test

- All staff may be required to undertake Fire Marshall duties