

Job Definition

Post: Curriculum Director

Salary Range: £47,725 - £51,394

1. To lead and manage the faculty, thereby ensuring that all students and team members adhere to the UTC values and policies and that all students taught within the faculty are given opportunities to maximise their potential.
2. To provide high quality teaching and assessments for all students studying within the faculty.
3. To lead and contribute to collaborative teaching and learning planning across faculties to fully implement the holistic learning vision of the UTC.

The role will include leading, managing, monitoring and evaluating development, improvement and implementation of policy and strategy in the following areas:

- Resources
- Teaching and Learning
- Inclusion and accommodation
- Health & Safety
- Employer engagement
- Assessment, and progress and effective feedback of for all students with a focus on vulnerable groups
- Progress Tracking and communication with parents
- Rewards and Sanctions
- Targets at faculty and student level.
- Behaviour and safety
- Effective teams
- Curriculum and grouping of students.
- CPD, PIP's and appraisal processes within the faculty.
- Quality Assurance including a team SEF
- Planning

The post holder will be required to exercise his/her professional skills and judgements to carry out, in a collaborative manner, the professional duties set out below:

- Lead the development, improvement, effectiveness and efficiency of all areas within the role.
- Create an appropriate vision, provide clear direction, empower and enable others and develop awareness of the 'big picture' as portrayed by national, local and whole college agendas.
- Model good practice and motivate others through supporting, guiding, challenging and valuing their contributions.
- Provide leadership and line management to those for whom the post holder has responsibility in respect of their performance operating within the areas related to this post.
- Evaluate the quality of the work of the above people and its impact upon the development, progress and performance of students.

- Contribute to the professional development of those operating within areas specifically related to this role.
- Implementing rigorous and effective strategies for self review, planning and continuing professional development within the framework provided by whole college policy.
- Contribute to marketing and student recruitment activities of the UTC.
- Play a leading role in the development and operation of training companies and their integration with the curriculum.

Further Statement

- The requirements of this job definition are in addition to those applicable to all UTC teachers.
- All Job Definitions will be reviewed on an annual basis as part of a broader structural review and may be amended accordingly after consultation and through negotiation.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.
- Participate in training and other learning activities as required
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Principal
- Participate in the UTC's Performance Management / Appraisal process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Promote the area of responsibility within the UTC and beyond
- Represent the UTC at events as appropriate
- Support and promote the UTC ethos