Job description: Curriculum Leader: Essential Skills (0.6FTE)

Status	**Permanent**
Base	Stockwell Centre Post holder may be required to work across College sites and at other locations
Salary	Circa £26,003.4 pro-rated 0.6 (£43,339 FTE)
Hours of work (per week)	21.9 hours per week
Reports to	Head of School
Manager to	N/A

ROLE PURPOSE
The Curriculum Leader has the responsibility to deliver the vision for the school. Reporting to the Head of School the post holder will contribute towards and consistently and visibly act in support of delivery of the vision of their associated area of the school. They will have responsibility for curriculum leadership for their subject areas. This includes ensuring that co-ordination of accredited and non-accredited courses across all levels of provision, advice to students, quality assurance, and the management of departmental resources is effective and of a high quality. The post holder will be responsible for leading curriculum development for their associated area. The post holder will also support the Head and/or the Deputy Head of School in providing management to the curriculum area in line with College priorities and will contribute to cross college initiatives to support whole College development. They will contribute to the teaching

of programmes/courses within the subject area, with the hours to be taught as required by the college-wide curriculum plan.

The Curriculum Leader will ensure:

- Consistency of delivery of Morley's vision, mission and values.
- Will deliver on the vision and priorities for the school.
- Compliance with College policies and procedures.
- Effective day-to-day learning, teaching and assessment of their curriculum areas.

Main Accountabilities for the School

A. Curriculum leadership: Ensure students and potential students associated with the subject area are provided with an excellent student experience and high- quality learning and teaching as demonstrated through assessment.

- Be responsible for the effective and efficient delivery of high-quality learning, teaching and assessment. Oversee the management of effective student learning, ensuring that the subject area achieves or retains exceptional student experience and outcomes.
- Support the Head or Deputy Head of School in achieving annual targets, raising standards, improving attendance, retention and achievement rates and raising the quality of learning, teaching and assessment by leading on quality enhancement for the subject area of responsibility.
- Reviewing and acting on the data relating to enrolments, attendance, retention and achievement rates within the subject area and evaluating and reporting trends to the Head or Deputy Head of School.
- Develop course files ensuring schemes of work, lesson plans and teaching materials are of high quality to maintain high standards of transparency.
- To proactively foster the use of digital technologies within the delivery of teaching, including an emphasis on e-learning and ensure the College's Digital Inclusion Approach is embedded into the curriculum.
- Ensure that equality and diversity and British values are embedded into the curriculum and that teaching staff are attentive to these areas.
- In liaison with the College's Examinations Team, co-ordinate examinations and assessments and liaise with the Additional Learning Support Team to implement reasonable adjustments for students with disabilities and learning difficulties.
- Fulfil student facing activities as required to ensure the effective running of the subject area, providing timely and helpful responses to course enquiries where appropriate, taking part in open days, interviewing students etc.
- Responsible for developing materials and resources to support curriculum delivery and for liaising with either the technical colleagues or the Head or Deputy Head of School regarding the procurement of these resources.
- Manage the organisation and displays within classrooms dedicated to or shared by the subject area, ensuring they are a comfortable and stimulating environment for learning with well organised, accessible, up-to-date teaching resources.
- In conjunction with appropriate College staff, organise exhibitions, performances, displays of work etc. to celebrate student achievement as appropriate.

- Work collaboratively with the Student Services team and other Professional Services areas to ensure the smooth running of the subject area.

B. Contribute to the effective monitoring, review, planning and development of the curriculum in the subject area, working with the Deputy Head of School to ensure it is appropriate and meets students and potential students' needs and assists the College in meeting its growth and financial objectives.

- Propose developments to the subject area's portfolio of programmes/ courses which may be attractive and relevant to students and potential students, and which could widen participation.
- Develop coherent study routes within the subject area
- Produce high quality, timely and attractive content for publicity materials, including for digital media to support the timely promotion of courses.
- Contributes towards the promotion of programme and courses within the subject area suitable for different audiences and potential students.

C. Support the Deputy Head in providing clear academic leadership within the subject area.

- Support in the effective and timely recruitment and selection of tutors and other relevant staff for the subject area where appropriate.
- Play an active and constructive role in team meetings, supporting the Deputy Head and encouraging colleagues to contribute ideas and solutions, to maintain a positive, learning and high-performance culture

D. Plan and deliver high quality learning opportunities.

- Undertake approximately 390 annualised hours of ESOL and Vocational teaching every year including tutorials as required.
- Deliver high quality teaching. Ensure that appropriate and comprehensive schemes of work and lesson plans are developed and implemented, use digital technologies as appropriate and ensure that teaching resources and activities are inclusive and value diversity.
- Assess students' progress and achievement and complete and submit all assessment documentation fully and in a timely fashion.
- Ensure that the registers for the courses taught are accurately completed.

E. General

- Be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD and scholarly activity as required.
- Contribute to the effective promotion of equality, diversity inclusion.
- Work in accordance with the Health & Safety at Work Act and the College's Safeguarding and Prevent procedures, ensuring the College is a safe environment for staff, students and visitors, conducting risk assessments as necessary and appropriate.

- Work at all times in accordance with policies and procedures, using them consistently and appropriately in the management of the subject area.
- Carry out such duties as may be required from time to time by the College that are appropriate to the grade of the post.

Safeguarding, Prevent, and Compliance

The Curriculum Leader will play a supporting operational role in ensuring that safeguarding and the promotion of the welfare of children, young people and vulnerable adults are embedded in all aspects of School life. The post holder will be accountable for ensuring that all safeguarding procedures are implemented consistently and effectively across the associated curriculum areas of School, in line with college policy, statutory requirements, and the Keeping Children Safe in Education guidance.

Key Responsibilities include:

- Ensuring that all concerns about a child or vulnerable adult are promptly and appropriately referred to the relevant agencies in accordance with College and statutory procedures.
- Contributing to the accurate, confidential and up-to-date records of all safeguarding concerns and actions taken.
- Liaising with the Campus Principal or Head or Deputy of School, the College's Designated Safeguarding Lead, to ensure consistency and effective communication and adherence to policies and procedures are followed.
- Promoting a culture of vigilance, ensuring the associated curriculum areas of School's staff understand their safeguarding responsibilities and receive appropriate and regular training.
- Deliver on the implementation of the College's Safeguarding and Prevent policies within the associated curriculum areas of School, ensuring that all students and staff operate within a safe, supportive and inclusive environment. Ensure full implementation of the College's Safeguarding and Prevent policies within the School. Promote and ensure associated curriculum areas of School compliance with Health & Safety, Equality, Diversity, and Inclusion policies and related legislation.
- Maintain and model the highest standards of professional integrity and ethical conduct.

General College Responsibilities
All College employees are expected to: • Put respect and kindness first, valuing diversity and inclusivity. • Promote safeguarding and the welfare of children and vulnerable adults. • Comply with Health & Safety and Equality, Diversity & Inclusion policies. • Maintain confidentiality and act in accordance with data protection legislation. • Uphold Morley's values of creativity, collaboration, and student-centred excellence. • Engage actively in Continuous Professional Development (CPD). • Adopt a "can-do", solution-focused approach that enhances Morley's reputation for quality and inclusivity. • Work across College sites and other locations.

PERSON SPECIFICATION

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Essential Criteria:

- DTLLS /PGCE / Cert Ed/ Level 5 Diploma in Education & Training or equivalent.
- Relevant subject specific qualification i.e. CELTA or equivalent
- Enthusiasm for the subject taught with up-to-date subject knowledge and understanding of relevant pedagogical developments.
- Solid experience of teaching ESOL to adult learners, particularly at Entry Level to Level 1 in an FE college, or community education environments, at good or outstanding level.
- Experience of teaching or supporting delivery of vocational or employability programmes
- Experience of working with community organisations and /or delivering learning in community settings including developing teaching materials and learning resources.
- A good understanding of quality assurance and commitment to customer care, with the ability to deliver quality improvement and an excellent learner experience.
- Demonstrable ability to achieve positive impact on learner achievement.
- The proven ability to effectively assess and advise students and place them in classes appropriate to their needs and ability.
- Experience of curriculum development with the ability to develop the programme to increase market share.
- Experience of effective local curriculum management of a team of academic staff with the proven ability to effectively recruit, induct, observe, support and manage the performance of a team of tutors.
- Excellent interpersonal skills with the ability to inspire motivate and lead a team.
- Good written and verbal communication, and presentational skills.

- Proven ability to work flexibly and on own initiative.
- Proven ability to think strategically and analyse complex problems.
- Proven excellent organisational and administrative skills with the ability to work to deadlines and targets.
- Significant experience of using digital technologies to facilitate high quality learning and teaching.
- Good IT skills with the ability to use databases and MS Office packages (Word, Excel & Outlook).
- Have a commitment to and be able to demonstrate knowledge of health & safety and equality and diversity as appropriate to the post.
- A clear understanding of Safeguarding and Prevent and the ability to create and sustain a learning environment in which the safety and welfare of children and vulnerable adults is paramount.

Safeguarding Statement

The post holder will promote with staff and students the importance of safeguarding the welfare of children and vulnerable adults with whom they come into contact.

This post is exempt from the Rehabilitation of Offenders Act 1974 and is classified as regulated activity. The post holder will be required to obtain an Enhanced DBS Disclosure, including an ISA barred list check.

This job description is not exhaustive, and the post holder is expected to be flexible. Any significant changes will only be made following discussion and agreement with the post holder.