|  |  |
| --- | --- |
| **Job Description – Curriculum Manager** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

Salary – School Leadership Pay Spine L1 – L3 per annum

Reporting to the Head of Centre you will work closely with the staff team, including the Vocational Lead, to ensure a broad and balanced Curriculum is delivered, which is bespoke to the needs of our students.

**Main Responsibilities:**

* Contribute to and implement curriculum initiatives that enable the school to meet its curriculum intent, implementation and measure impact.
* To plan and deliver high quality teaching, learning and assessment on a range of courses in an appropriate area of the curriculum in line with school standards and meet awarding body expectations
* Manage a number of vocational sector subject areas
* Hold high aspirations for learners and staff
* Provide support and training to staff so that the quality of education moves towards Outstanding
* Ensure Functional Skills are promoted and embedded throughout the curriculum
* Assess learners for suitability, planning cohesive learning plans that align to learner aspirations and Pathway intent
* Contribute to the annual self-assessment process
* Ensure all learner records are accurate at all times
* Monitor and report learner progress and achievement
* Liaise with parents as necessary
* Working with the marketing team promote the work of the college on social media
* Be the school Examination Officer with responsibility for all aspects of the examination processes and procedures to meet the requirements of the school and awarding bodies.
* Support internal and external validation processes so that high levels of achievement for both staff and learners is maintained
* Support the implementation of the school Quality Improvement and Strategic Plan
* Ensure the college remains complaint with legislation, Health and Safety, Safeguarding and Equality and Diversity
* Lead on one subject area, delivering up to ten lessons per week.
* Line manage staff as directed
* Ensuring a high-quality learner experience to support successful qualification attainment.
* Regularly reviewing and updating all delivery models and learning resources for fitness of purpose.
* Course & Team Management and administration
* To keep accurate and updated course and student records, including registers, reports, including student assessment and achievement, learner intended and actual destination information.
* To provide accurate course and student information as required by the school, including contribution to local self-assessment and quality improvement action plans.
* To complete termly reports on students’ progress.
* To manage physical resources and learning environments including carrying out risk assessments in line with Health & Safety standards and keep accurate reports and records as needed.
* To ensure vocational areas are compliant and outcomes are achieved by all learners.

**Welfare**

* Providing 1:1 support for identified pupils
* Liaising with parents/carers about support needed for pupil and/or parent (signposting external support as appropriate)
* Planning and delivering small group interventions
* Supporting pupils in class where necessary under the direction of the Class Teacher/SENDCo
* Supporting pupils new to the school to ensure a smooth transition, working with the Admissions Officer.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

|  |  |
| --- | --- |
| **Person Specification – Pastoral Manager** | **L:\Admin\Logo\TVCT Logo\Tees Valley Collaborative Trust logo.png** |

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Essential** | **Desirable** |
| **QUALIFICATIONS/****TRAINING:** | * Level 2 Maths and English.
* Bachelor’s degree in relevant discipline.
* Qualified Teacher, PGCE or CertEd or equivalent.
 |  Leadership qualification. |
| **SKILLS/****KNOWLEDGE:** | * Experience of working with children or young adults in an education setting
* Experience of liaising with external agencies and professionals, to support positive outcomes
* Experience of supporting in the delivery of interventions and taking the lead where appropriate
* Detailed understanding of the principles with regard to Safeguarding of Children
* Experience of leading initiatives that have impacted positively on students/young people
* Experience of monitoring and tracking intervention and outcomes.
* Knowledge of up-to-date curriculum developments for learners with Educational Health and Care Plans.
* Equal opportunities - Safeguarding. - Prevent (Radicalisation & Extremism)
 | Experience of managing others including holding others to account  |
| **PERSONAL AND PROFESSIONAL ATTRIBUTES:** | * Ability to develop effective relationships with students, families and external agencies
* Ability to assess the needs of students demonstrating poor behaviour and develop strategic plans to facilitate interventions
* Ability to analyse data and produce reports to demonstrate impact of interventions
* Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration, work as part of a team
* Ability to deal with challenging situations
* Ability to work using own initiative
* Ability to keep detailed and accurate records
* Flexible attitude/approach
 | Ability to help raise attainment of young people  |