JOB DESCRIPTION

Job Title	Curriculum Manager Foundation Futures: Care & Creativity
Salary Scale/Grade	Spinal Point 25 – 38
Responsible to	Assistant Principal Foundation Learning
Date of Job Description	November 2026

Purpose

The Curriculum Manager for Foundation Futures: Care & Creativity oversees the delivery, development, and quality of the Foundation Learning provision, which includes Level 1 Art, Level 1 Health & Social Care, Level 1 Childcare, Level 1 – Level 2 Animal Care with a particular focus on 16-19 learners studying within a vocational Further Education environment. You will lead a team responsible for delivering engaging programmes, using practical and vocationally relevant contexts to motivate learners and support their progress. You will also oversee the delivery of some Pre 16 delivery within the curriculum area.

The Curriculum Manager will be responsible for the day-to-day management of the curriculum area, including the line management, support, and development of teaching staff. Working closely with the Assistant Principal, you will provide operational leadership across the curriculum area, enabling strategic priorities to be implemented effectively.

You will monitor key performance indicators, including attendance, retention, achievement, and student progress, ensuring timely and effective interventions are put in place where required. You will also work collaboratively across the College to support student success, address barriers to learning, and ensure a positive learner experience.

In addition, you will lead on curriculum planning and development, ensuring programmes remain compliant with regulatory requirements, meet educational objectives, and support the needs of learners and local employers. You will play a key role in driving continuous improvement, raising professional standards, and fostering a culture of excellence within the team.

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Main Duties and Responsibilities:

- Lead and manage a team of academic staff providing guidance, support and professional development opportunities to ensure effective teaching and student support, whilst also maintaining an active teaching role within the department
- Monitor key performance indicators including achievement, retention, recruitment, progression and attendance to achieve excellence across the curriculum area
- Foster a positive and collaborative team culture that encourages innovation, creativity and continuous improvement in curriculum delivery and student engagement
- Coordinate team efforts to develop and implement student support strategies such as tutoring programmes, academic advising and learning resources, to meet diverse student needs
- Actively support and promote the college's digital strategy within the curriculum area
- Engage with student feedback mechanisms (surveys etc) to gather insights and data for continuous improvement of teaching practices, curriculum design and student support initiatives.
- Integrate current practices, technologies and research into the curriculum.
- Implement strategies to enhance teaching methods and student access.
- Manage resources effectively to support curriculum development and delivery.
- Maintain program accreditation and compliance with educational standards.

General

- To provide a high level of customer service to students, staff and visitors
- To fulfil your duty not to discriminate against students or potential students or staff
- To assist in the promotion of positive attitudes towards diversity and foster good relations between different people throughout the organisation
- To comply with the College Equality, Diversity and Inclusion Policy
- To understand and adhere to the duties and responsibilities arising from College policies and procedures relating to safeguarding and child protection
- At all times, challenge students who are not displaying ID badges and ensure appropriate interventions re in place for those who persistently do not adhere to this requirement
- Participate in relevant College quality assurance procedures, including performance review, professional development and the departmental self-assessment review process.
- Comply with the College Health and Safety Policy and take responsibility for your own health and safety and that of other users of the College premises
- Complete all required training as set by COPC, such as relevant Health & Safety training
- For Managers: ensure timely completion of staff 1:1s

College Expectations?

- To participate in and attend fortnightly 1:1 meetings to receive feedback, discuss performance and recognise achievements
- Participates in, and co-operates with, own Talent Development Review to ensure that job-related targets are met and ongoing staff development in line with the College's aims.
- Carries out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.

- It is the responsibility of the post holder to promote equal opportunity values, College values and recognition of diversity and inclusion throughout the College
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the College
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to Data Protection and confidentiality
- The post holder will undertake their duties in full accordance with the College's Health and Safety policies, procedures and risk assessments

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area

General

The job description is a current statement of the duties and tasks required of the post holder. Duties may be varied from time to time provided they do not change the general character of the job level or responsibility entailed.

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PERSON SPECIFICATION

Job Title	Curriculum Manager – Foundation Futures – Care & Creativity
Department	Foundation Futures – Care & Creative
Salary Scale/Grade	Spinal Point 25 – 38

Criteria	**Description**	**Essential Desirable (E/D)**	**Assessed By Application Interview Test**
Education & Qualifications	A good standard of basic education (Maths and English GCSE pass or equivalent)	E	A/T
	2 to 3 A Level passes or equivalent in a relevant subject	E	A
	Undergraduate Degree or equivalent in a relevant subject	D	A
	Recent teaching experience in relevant curriculum area	D	A
Experience	Evidence of recent and relevant professional development activities	D	A
	Experience of developing and delivering a range of related provision at different levels	E	A
	Effective leadership of learning and/or teams	D	A
	Track record of growing student numbers	E	A
	Track record of improving retention, achievement, and progression	E	
	Evidence of outstanding teaching	E	
Skills, knowledge, and competencies	Commitment to student success and progression and an understanding of how it may be achieved and lead on quality assurance	E	A
	Ability to work effectively with colleagues to achieve faculty and college objectives	E	A
	Ability to communicate effectively both orally and in writing	E	A
	Demonstrates an ability to proactively support staff well-being	E	A
	Commitment to safeguarding and student support	E	A
Personal Characteristics	Passionate about teaching and learning and the student experience	E	I

	Committed to lifelong learning and to increasing the inclusivity and quality of education and training	E	I
	Able to respond to and create curriculum innovations	E	I
	Able to work as a member of a team	E	I
	Professional approach to work and appearance	E	I
	Commitment to excellence and quality	E	I
Other	A commitment to safeguarding and the wellbeing of learners	E	
	This post is subject to an enhanced Disclosure and Barring Service check.	E	

The City of Portsmouth College is committed to safeguarding and promoting the welfare of children and young people in or college. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.