

## **Job Description: Curriculum Manager GCSE Maths**

### **Key focus: Improving Students' Achievements**

In cooperation with and reporting to the Director of Faculty the post holder will take responsibility for the following activities:

A Curriculum Manager in the College has two major roles:

- i) Managing a curriculum area and its team of teachers and technicians, and
- ii) Supporting the Director of Teaching & Quality to determine and implement policies in line with the College Strategic Plan.

### **GCSE Maths**

#### **Manage People**

- Manage colleagues contributing to the teaching of the curriculum area, building and contributing to a sense of cooperation and teamwork and leading by example in encouraging and supporting developments in the delivery of the curriculum;
- Organise, run and contribute to regular team meetings, and attend and contribute to Faculty related meetings;
- Advise the Director of Faculty and Principal on the appointment of new teaching staff and on promotion within the area.

#### **Manage Resources**

- Take responsibility as a budget holder, developing resources, prioritising needs, and responding to whole College initiatives;
- Oversee the use and care of rooms, furniture and equipment within the area with due regard to health, safety and the assessment of associated risks.

#### **Manage Team Achievement**

- Contribute to the development of appropriate teaching and learning practices in the curriculum area, and ensure that schemes of work are written, regularly reviewed and updated;
- Keep under regular review the work of students, ensuring that all are regularly assessed in accordance with College policies, that work is set and marked regularly in accordance with policy as agreed with the Director of Teaching & Quality;
- Ensure that work is set during the absence of colleagues;
- Take responsibility for ensuring that student voice is collected in a variety of different ways and acting promptly on issues that may emerge;

- Monitoring and evaluation in accordance with Faculty and College Quality Assurance Procedures;
- Contribute to College strategic planning by setting, monitoring and evaluating targets and tasks of the curriculum team;
- Contribute, in cooperation with the to the guidance process aimed at supporting students considering progression routes;
- Participate in appraisal systems within the College both as appraisee and appraiser.

### **Managing Academic Support**

- Supporting colleagues with strategies for interventions to support success of the learners through Academic Support;
- Supporting colleagues with strategies for managing Stage A and managing learners on Stage B;

### **Manage Change**

- Review regularly the specifications offered within the area in consultation with the Director of Teaching & Quality;
- Have a good knowledge of developments in the curriculum area both in the 16-19 sector and at Key Stage 4, and lead on the process of staff development in the curriculum area, encouraging initiatives within areas of responsibility and guiding new members of staff in a positive and constructive manner;
- As far as possible, develop and maintain contact with staff in partner schools to promote the curriculum area and support other liaison processes.

### **Line Manager**

- Director of Faculty

### **Other duties**

- Undertake such other duties as may be reasonably required by the Principal.
- Comply with policies and procedures relating to fraud and irregularities, child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the general data protection regulations. Reporting all concerns to the appropriate person.

## Curriculum Manager: Person Specification

Quality/skill sought	Essential/Desirable	Possible sources of evidence
A strong record of results from students you have taught, and/or students in the curriculum area.	Essential	Assessment results/Value Added Data (e.g. Alps, Six Dimensions)
The ability to lead by example, and encourage innovation in the classroom and in practical work.	Essential	Application form / interview process
The ability to ensure that the student experience is consistently strong across the entire curriculum area.	Essential	Application form / interview process
The ability to foster a strong sense of teamwork and collaboration.	Essential	Application form / interview process
The willingness to develop students' literacy and numeracy skills.	Essential	Application form / interview process
The willingness to seek out ways to develop students' employability skills and opportunities.	Essential	Application form / interview process
An understanding of the critical importance of monitoring student progress and intervening early to put students back on track.	Essential	Application form / interview process
Strong organisational skills, along with the ability to think and plan ahead.	Essential	Application form / interview process
The willingness to make difficult decisions or hold difficult conversations with staff where necessary	Essential	Application form / interview process
The willingness to seek out, listen and respond to the views of students and staff.	Essential	Application form / interview process
Understand the key principles behind Study Programmes, and the Education Inspection Framework.	Essential	Application form / interview process

**The College has an uncompromising commitment to the safeguarding of our students.**