Curriculum Manager (Hair & Beauty, Catering & Hospitality) Role Description

About the role

In this key role, you will have responsibility for the Curriculum and Commercial provision in Hair and Beauty and Catering and Hospitality at Rotherham College. You will be required to provide dynamic operational leadership, balancing an outstanding learner experience with effective commercial performance and the financial sustainability of both curriculum areas. Working as the lead for these curriculum areas at Rotherham College, you will play a significant part in linking with the local authority, local schools, and employers to support the local skills improvement plan and drive regional economic growth.

In this challenging role, you will have the vision and expertise to continually develop an innovative curriculum and commercial offer in line with the changing FE landscape, ensuring the offer meets the needs of learners and employers while addressing local and commercial priorities. You will support the Senior Leadership Team of the RNN Group by leading on the design and delivery of the curriculum at Rotherham College and projects across the RNN Group. The RNN Group is looking to recruit a talented individual with expert curriculum knowledge and industry expertise in at least one of the specific curriculum areas covered by this role.

You will lead curriculum development to ensure programmes are innovative, have a clear intent, and prepare our students to become the workforce of the future. You will take a leading role in developing strong business engagement, employer partnerships, and community links to maximize project work and work placement opportunities. Additionally, you will establish clear progression pathways, implement a learner recruitment strategy to achieve learner numbers and financial targets, and drive commercial opportunities (such as campus salons, restaurants, full-cost provision, and employer-facing activity) that support curriculum quality, learner experience, and income generation.

As the operational lead for these areas, you will report directly to the Director of Campus (Rotherham College) and line manage teaching, support, and technical staff to ensure the delivery of high-quality education and training. You will set high expectations for learner success and proactively drive forward college strategies for curriculum, quality improvement, digital learning, and business engagement to support the Group's ambition to become outstanding.

The information given below is intended to provide an understanding and appreciation of the workload of the job and its role within the College. This role profile outlines the main duties and responsibilities in general terms only and is not intended to be prescriptive.

Main Duties

- Curriculum & Commercial Leadership: Lead the development of both the curriculum and commercial offer for Hair and Beauty and Catering and Hospitality from design through to successful delivery, ensuring programmes adapt to the changing FE landscape and meet regional skills needs and commercial priorities. Identify and manage commercial opportunities—including campus salons, restaurants, full-cost provision, and employer-facing activities—ensuring they are financially sustainable and aligned with learners' training needs.
- People Management & Performance: Achieve excellent outcomes for learners by motivating, inspiring, and effectively managing the performance, Performance Development Reviews (PDRs), and continuous professional development of teaching, support, and technical staff within the department.
- Quality Improvement & Assessment: Work closely with Quality teams and associated colleagues to achieve excellent Teaching, Learning, and Assessment, driving quality improvement processes, curriculum reviews, and evaluative quality activities across the department in line with our TLA strategy.
- Student Success & Attendance: Lead and manage teams to successfully achieve the College's Key Performance Indicators (KPIs) for attendance, retention, achievement, and progression through a trauma-informed approach, working collaboratively with the Personal Development Team and Pastoral Officers.
- Operations & Enrolment: Effectively lead and manage curriculum operations, reviews, timetabling, and recruitment/enrolment activities (including interviews, tasters, assessments, open events, and school presentations).
- Stakeholder & Business Engagement: Build strong business and community links with local authorities, schools, and sector employers to secure high-quality work placements, establish clear progression pathways, and support local skills plans.
- Financial & Resource Management: Accountable for the commercial performance and budget management of both areas, optimizing resource utilization, growing funding streams (e.g., 16–18, Apprenticeships, AEB, Higher Education), and achieving targets set by the Director of Campus.

Role Objectives

1. Curriculum Planning and Delivery

- Ensure annual curriculum planning maximizes 16–18 learner growth and fully utilizes funding allocations.
- Grow key income streams and flexible adult funding models, including Apprenticeships, Adult Skills funding (including Free Courses for Jobs - FCFJ), FE Loans, SEND, Higher Education, full-cost provision, and commercial operations.
- Develop innovative courses, commercial services (salon/restaurant), and flexible delivery methods incorporating new technologies.
- Achieve high standards of student attendance, retention, achievement, value-added outcomes, and progression that exceed national rates.

- Optimise financial returns and income generation while maintaining high-quality provision and learner experiences.
- Guarantee all learners participate in purposeful work placements and industry-relevant projects aligned with their career ambitions.
- Implement efficient timetabling for programmes, staff, and campus facilities (including specialized salon and catering environments) in line with best practice.

2. Student Progress
- Drive curriculum teams to exceed national benchmarks for student achievement and progression.
- Embed English and Maths skills directly into Hair and Beauty and Catering and Hospitality delivery, working collaboratively with specialist English and Maths teams to maximize attendance and achievement.

3. External Facing & Business Engagement
- Support the Director of Campus and Director of Business Development and Apprenticeships in forming active employer boards, trade partnerships, and links with FE/HE institutions.
- Establish robust school liaison and pre-16 collaboration links to boost recruitment and build clear entry pathways into the department's programmes.

Key Performance Targets & Outcomes

You will support the Director of Campus to ensure department performance meets strategic objectives across the following core areas:
- Learner success, retention, and achievement outcomes.
- Commercial income generation (salon, restaurant, external contracts) and funding allocations.
- High levels of internal and external learner progression.
- Quality of Education, learner experience, and Ofsted readiness.
- Alignment of offer with Local Skills Improvement Plans (LSIPs) and local market demand.

Challenges
- Balancing high academic and quality standards with commercial revenue generation and operational targets.
- Managing a demanding operational workload across diverse practical and academic subjects while remaining calm, resilient, and supportive under pressure.
- Adapting provision to rapidly changing industry trends, emerging technologies, and regional skills requirements.
- Communicating compelling commercial and educational strategies to both internal teams and external industry partners.

Your role in the department

- Reports to: Director of Campus (Rotherham College).
- Line Management: Line manages Curriculum Team Leaders, Lecturers, Support Staff, and Technical Staff within Hair & Beauty and Catering & Hospitality.
- Collaborative Relationships: Works alongside Campus Curriculum Managers, Quality, Personal Development, Work Experience, and Business Development teams across the RNN Group.

Our Vision and Values

You will work with us to achieve our organisational vision of 'Leading innovation and skills in our communities'.

You will embed and live our values in all that you do:
We are inclusive

- We put students and staff at the heart of everything we do
- We work to overcome social injustice
- We treat everyone fairly and celebrate our differences
- We create an environment that is supportive and accessible for all

We have integrity

- We conduct ourselves professionally at all times
- We demand honesty and trust from all people that work with us
- We listen
- We respect and value all individuals

We are One Team

- We empower our staff
- We are one team committed to going the extra mile
- We are accountable for our actions
- We have fun and enjoy being at work

We deliver

- We are passionate about delivering excellent quality & service
- We are innovative and bold
- We deliver through working together
- We build resilience and overcome challenges

Commitment to Safeguarding and Equality, Diversity and Inclusion

RNN Group places the health, safety and wellbeing of students and staff at the forefront of all its operations and is committed to creating and maintaining an environment that promotes effective safeguarding practice.

RNN Group has a statutory and moral duty to ensure that the business functions with a view to safeguarding and promoting the welfare of children, vulnerable adults and young people studying.

The post holder will therefore be required to commit to the Safeguarding for all policy and will have a shared responsibility to promote a safe environment for children, vulnerable adults and young people learning within any of the business sites.

All posts are subject to a Disclosure and Barring Service check.

We would expect the post holder to be responsible for the Safeguarding of learners within their area and across the organisation including:

- Ensuring compliance with procedures for the protection of children and vulnerable adults
- Making certain of compliance with any guidance on Safe working Practice
- Being alert to any indication or allegation of abuse and take appropriate action under the appropriate procedures

RNN Group is very proud to be viewed as being an Inclusive College. We have Investors in Diversity recognition for the work we have undertaken. We actively work to advance Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) and eliminate any form of discrimination in line with our College Mission, Values, Culture, Policies and Procedures and in compliance with The Equality Act 2010. You will also be committed to a policy of equal opportunity of treatment to all students, staff, clients, and members of the public, regardless of any protected characteristics. We are proud to be part of the Disability Confidence Scheme.

Commitment to Data Protection

The RNN Group takes data protection seriously and has a statutory and moral duty to ensure the security of the personal data collected by the Group, the post holder will be expected to have a knowledge of keeping personal data safe including:

- Ensuring compliance with the data protection policy
- Ensuring compliance with the subject access request policy
- Reporting any data breaches or data security concerns to the Information Governance and Assurance team

Requirement for flexibility and updating of the role description

You will be required to carry out duties as maybe commensurate with the post which do not change the character or purpose of the post which are necessary to maintain high quality standards of business practice.

Duties must be carried out in strict compliance with all policies including, but not limited to; equality and diversity, health and safety, quality assurance and Data Protection.

Terms and Conditions – Academic Management Staff

The terms and conditions for the role are as follows:

Salary: Spine Point CM1
Pension: Automatic enrolment to the Teachers Pensions Scheme.
Holidays: 35 days per annum plus bank holidays

Curriculum Manager (Hair & Beauty, Catering & Hospitality)
Role Specification

AF-Application Form I–Interview R–Reference CQ–Certificate of Qualification

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
1. Experience				
• Proven experience managing a successful curriculum department, reflected in learner outcomes and financial/commercial performance.	✓		AF,I,R	✓
• Technical/vocational expertise in at least one of the role's key subject areas (Hair and Beauty or Catering and Hospitality).	✓		AF,I,R	✓
• Proven track record of operational leadership, managing commercial activity (e.g., campus salons, training restaurants) and employer engagement.	✓		AF,I,R	✓
• Experience of implementing FE quality improvement processes, curriculum design, and leading 'Deep Dives'.	✓		AF,I,R	✓
• Experience leading cross-college projects and collaborating with regional stakeholders (e.g., local authorities, employer boards).	✓		AF,I,R	✓
• Commitment to and experience of developing blended delivery, digital learning, and innovative technologies.		✓	AF,I,R	✓
2. Qualifications				
• Level 2 Literacy and Numeracy (or equivalent) e.g. GCSE C/4 or above	✓		AF,I,CQ	✓
• Recognised Teaching Qualification at level 5 or higher	✓		AF,I,CQ	✓
• Management qualification at an appropriate level OR evidence of recent management development training.	✓		AF,I,CQ	✓
• Level 3 qualification or higher in a relevant vocational specialism	✓		AF,I,CQ	✓
• Digital Learning Technology qualification or training (e.g., Google Educator)	✓		AF,I,CQ	✓
3. Practical and Intellectual Skills / Knowledge / Abilities				
• Ability to demonstrate flexibility and team working	✓		I,R	
• Able to work in an organised and methodical manner	✓		I,R	
• Working within a customer focused environment	✓		AF,I,R	✓
• Strong academic credibility with a proven track record of teaching excellence	✓		I,R	
• Up-to-date knowledge of curriculum design, qualifications, and employment market trends within Hair & Beauty and/or Catering	✓		AF,I,R	✓
• Demonstrated ability to build effective commercial partnerships with external businesses and local stakeholders	✓		AF,I,R	✓
• Highly organised, methodical approach to workload management and problem-solving under pressure	✓		I,R	
4. Disposition / Attitude				
• Pleasant and helpful approach at all times	✓		I,R	
• Work in a professional and confidential manner with a high degree of integrity and flexibility.	✓		I,R	

Personal Skills Characteristics	Essential	Desirable	Method of assessment	Shortlisting Criteria
• A commitment to safeguarding and promoting the welfare of children and young people receiving education and training	✓		I,R	
• Able to work with and respect, personal or sensitive information and treat this data in confidence and accordance with the RNN Group Data Protection policy	✓		I,R	
• Commitment to equality of opportunity, relevant to all students, staff, clients and members of the public, regardless of any such protected characteristic, harnessing the values of FREDIE throughout the Group	✓		I,R	
5. Training				
• Willing to undertake any training connected with the post	✓		I,R	
• Willing to undertake statutory training in connection with Safeguarding, Data Protection, Equality and Diversity and Prevent.	✓		I,R	
6. Other				
• Good sickness/attendance record in current/previous employment, college or school as appropriate, (not including absences resulting from disability)	✓		R	