CANDIDATE PACK



Job Title:
Curriculum Manager – STEM

LONDON SOUTH EAST COLLEGES

Part of Elevare® CIVIC EDUCATION GROUP

About Us

London South East Colleges is a thriving further education college with seven campuses across Bexley, Bromley, Greenwich and Lambeth.
Our ambition is to transform lives by the power of learning. We know that education has a hugely positive impact on people's lives and are passionate about helping people to realise their potential.

We are determined to make a positive difference to our local communities. Our college operates as a social enterprise, generating social value and supporting social mobility for all.

We constantly seek new talent to join our organisation and welcome applications from people with a wide range of skills and experience. We value our staff and are committed to investing in them and their futures – offering competitive salaries, benefits and training packages.



Our Mission, Vision and Values

London South East Colleges will endeavour to be true to its values and ensure we deliver on our mission: to provide leadership, knowledge, and resources to unleash the power of learning as an agent for social change.

Vision

Transforming Lives through the Power of Learning: We believe that education changes lives and communities for the better.

Values

Lead Locally

We take our public responsibility seriously. We serve communities and respond to their needs, creating social value and making a strong impact. We are more than education. We are leaders in the community

Act Responsibly

Acting responsibly is core to everything we do. We are ethical, we have integrity, and we operate responsibly, treating everyone with respect. We don't let people fail. We always do the right thing

Fearless Pioneers

One step ahead, we look courageously to the future and stand out with confidence. We take the lead in shaping the local and national agenda and are true pioneers of the sector. We are never afraid to take things on

Continuously Innovate

Through our sector-leading research and evidence-based policies, we promote best practice. We continually learn, looking outwards and inwards to support and improve the wider system through our innovative approaches

People First

We are inclusive to everyone. We take a principled and personalised approach by learning, listening and treating everyone as individuals. All decisions are made with people at the centre.

Job Description

Post: Curriculum Manager – STEM

Responsible to: Director of STEM

Grade: 41 - 44

Primary Job Purpose:

To provide support to the Director of Curriculum assisting with managing the curriculum area, leading the learning and student experience of the area and performance of the TLA and teaching/delivery team. The Curriculum Manager will assume responsibility for the day-to day running of the curriculum area, particularly in the event of the absence of the Director and will be a key feature of The College Management Team, visible across all the college sites where their subject(s) area delivery occurs.

The post holder will support the Director on the innovative development of the curriculum offer and delivery models and against key performance targets, ensuring that a curriculum offer is in place which meets the needs of both learners and other stakeholders, and leads to high quality outcomes and sustainable destinations for learners.

The role is focused on developing outstanding teaching and learning that lead to positive destinations and the progression of students through driving up the quality of teaching, learning and assessment. The focus will also be on regular monitoring, CPD planning and support, through engagement with the Teaching Skills Academy, and Human Resources processes where necessary.This focus is also intrinsically linked to the performance, engagement and outcomes of English and Maths for all the students within the curriculum area.

Principal Accountabilities:

- Teaching, Learning and Assessment.
- Curriculum development of outstanding TLA that leads to relevant progression pathways for students.
- To be responsible for the management and delivery of English and maths within the study programmes and the discrete adult provision curriculum ensuring that learner assessments, enrolments and examination entries are carried out effectively.
- · To participate in the organisational and administrative work of the appropriate course team.
- Take responsibility for and lead on the day-to-day operational management of the area
- Contribute to the development and implementation of a vision to support the development of the area.
- Identify, develop and implement new practices and approaches which encourage innovation and creativity within the curriculum.
- To lead on and meet the agreed progression target for each programme that the post is responsible for.
- Organise, monitor and supervise the efficient operation of the area ensuring an excellent customer service and experience to students.
- Supervise and manage the resources of the area in the delivery of agreed targets.
- To support staff to deliver outstanding teaching & learning and where required use the colleges performance management process to maintain high quality teaching and learning.
- Take responsibility for the structure of all qualifications, ensuring that the correct units and assessments are delivered and that student learning opportunities lead to the achievement of full qualifications.
- To deploy staff effectively within the subjects or curriculum area.
- Establish and maintain strong links with employers, and other stakeholders where applicable. Support the development of non-qualification activities and learning opportunities.
- Take responsibility for all aspects of department Health & Safety, including the completion and maintenance of accurate risk assessments.
- The post holder will be expected to participate on the Duty Manager’s rota.

Academic

- Contribute to the planning and deliver a curriculum offer which ensures delivery of agreed funding and success targets whilst meeting the needs of students and employers.
- To lead, manage and develop an outstanding curriculum offer that helps learners develop their skills and prepares them for progression either into the workplace and that the majority of learners achieve and progress.
- Undertake an annual teaching timetable of 288 hours per year, dependant on the size and complexity of the area.
- To work with teams to develop curriculum across FE, and HE ensuring that the FE curriculum is aligned to the HE curriculum to aid and support student's internal progression
- Monitor and act upon poor attendance, punctuality and behaviour in line with College processes and procedures, and to ensure that area and College targets are met.
- Lead on the systematic and continual improvement of student achievement rates on all courses across the provision, including short qualifications
- Monitor, report on and make timely interventions where necessary to and meet value added targets at all levels and including English and Maths.
- Ensure systems and processes for supporting "at risk" learners are well established and used to improve student success and progression
- Lead on the development, embedding and tracking of learner progress of English and Maths within the curriculum area, ensuring full compliance with the use of college systems.
- Lead on the development of the use of ILT and VLE (where appropriate) within the team, ensuring up to date teaching, learning and assessments materials are

- Lead on the implementation of Careers Advantage within the area ensuring that students follow a suitable study programme comprising all aspects of the model.
- Take responsibility for internal verification across the area of responsibility, acting as the lead IV where appropriate, and ensuring compliance with awarding body requirements
- Contribute to improving teaching and learning within the area of responsibility, using learning walks and lesson observations, working with staff to drive up standards.
- Contribute to the development of a staff CPD plan, including using information from learning walks and lesson observations, which addresses weakness in the area and drives improvement in the standard of teaching and learning in the area. Liaise with the Teaching Skills Academy to support these actions where appropriate.
- Lead on learner voice within the area of responsibility, ensuring that there is a process for the systematic collection of learner voice information, including class rep meetings and survey collection, and that this information is effectively used to improve student experience
- Lead on the development of timetables within the area, ensuring that these meet the requirements of the study programme model.
- Lead on the development and implementation of a cover rota, ensuring that all lessons with the area are adequately & always covered.
- Work with the central team resource to ensure that work experience opportunities are in place for all study programme learners and where relevant T-Levels learners
- To uphold the college values and behaviours with alignment to the colleges strategic planning priorities.

General Management

- Ensure that there is full compliance in the timely collection of data within the quality cycle, and that this is reported to the Director and Assistant Principal as required.
- Line manages teaching staff and technicians in the area, developing and fostering a performance driven culture and ensuring compliance with all College requirements, policies and procedures.
- Take responsibility for structured and effective one-to-one meetings and appraisals with the team, together with any appropriate support, actions and performance management processes required.
- Organise and chair meetings as necessary ensuring the highest quality of communication throughout the team.
- Lead on the operational implementation within the area of all aspects of the College's quality framework and cycle, ensuring timely compliance across the team in all aspects.
- Develop a flexible, responsive and pro-active staff team, who are fully up to date, through effective CPD, covering teaching and learning, and industry skills and competencies.
- Ensure the smooth running of the department, across multiple sites if appropriate ensuring that all day-to-day issues are effectively dealt with to maintain a high-quality student experience.
- Undertake formal observations and learning walks of the team and implement college quality procedures i.e. Developmental Action Plans, as required.

General

- The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:
- Carry out such other duties as may be reasonably requested by the line manager, or any senior manager.
- Comply with health and safety policy and procedures and risk assessments.
- Share in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults.
- Awareness of the College's Equality and Diversity Policy and targets, and actively promoting equality of opportunity.

Qualifications:	Essential	Desirable
A degree or equivalent professional qualification, or be currently working towards this	√	
Teaching qualification (DTTLS, PGCE, Cert Ed)	√	
Evidence of continued Professional Development (CPD)	√	

Knowledge and Experience:	Essential	Desirable
3 years proven experience of managing a team	√	
A background of successful teaching	√	
Experience of identifying, developing and implementing new practices and approaches within the department	√	
Experience of implementing quality improvement processes, leading to measurable improvements in student success	√	
Experience of liaising with Awarding Organisations and ensuring high standard in assessment and verification	√	
Experience in the recruitment and selection of appropriate staff		√
Experience of embedding English and Maths and Equality & Diversity into the curriculum (functional skills)	√	
Experience of producing and communicating accurate and timely management information	√	
Experience of using and developing ILT ensuring up to date teaching, learning and assessments materials are in place	√	
Knowledge of and experience in Health & Safety, including the completion and maintenance of accurate risk assessments	√	

Skills and Competencies:	Essential	Desirable
High level of applied English and Maths (Minimum Level 2)	√	
Excellent communication skills, both written and verbal	√	
Experience of financial, budgetary and resource management		√
Excellent ICT skills	√	
Excellent organisational skills	√	
Excellent customer service skills	√	
Ability to produce, use, interpret and analyse management information and performance data and develop action plans as appropriate	√	
Excellent people management skills with the ability to motivate and inspire a team through periods of change and uncertainty	√	
Ability and skills to implement new practices and approaches which encourage innovation and creativity	√	
Ability to successfully implement and deliver new curricula and initiatives	√	
Ability to use and develop ILT ensuring up to date teaching, learning and assessments materials are in place	√	

Other Qualities:	Essential	Desirable
Demonstrated commitment to the College's vision, mission and values and models this through leadership behaviours	√	
Resilience and the ability to cope with pressure and difficult situations	√	
Well-organised and able to work autonomously under pressure to meet deadlines	√	
Strong problem-solving capabilities	√	
Effective presentation skills	√	
Professional and approachable	√	
Demonstrable teamwork	√	
Tactful and diplomatic	√	
Flexibility in approaching work situations	√	
Ability to work confidentially	√	
Willing to acquire new skills and undertake further training when necessary	√	

General

The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:

- Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager
- Compliance with health and safety policies and procedures and risk assessments
- Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Awareness of the College's Equality and Diversity policies and targets, and actively promoting equality of opportunity
- Ensuring adherence with Risk Management Policy.
- To assist at College enrolment/promotional events/induction/open evenings as required (which will entail occasional attendance for which time off in lieu will be agreed)

Our STARS framework:

- **Standout -** we will stand out. We are a good education group with outstanding features. Keen to innovate, we create social value and push the boundaries to achieve more.
- **Teamwork -** we are a team. Together, we get the job done. Together we achieve our goals. It's everyone's job to step in and help.
- **Accountable** - we own our actions. We take responsibility. We are accountable for the decisions we make and how these affect others. We own this.
- **Respectful -** we respect everyone- full stop. Diversity is valued, and we maximise this as a talent and strength.
- **Striving** - every day we strive to be better. To achieve more. To continuously improve in all that we do. Individually, and as a group.




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How to Apply

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