

Job Description

TITLE:	Deputy Group Curriculum Director- Teacher Education and Management Development
GRADE:	Management Spine
REPORTS TO:	Group Curriculum Director Teacher Education, Leadership and Employability
HOURS:	Contracted for 35 hours per week.

Purpose of the Role

- To help the Group Curriculum Director plan, lead and develop the Teacher Education provision across campuses.
- To help expand Leadership and Management development programmes through partnerships with sector experts, supporting innovation, reputation and income generation.
- To form part of a clear strategic approach to the curriculum area in partnership with internal and external stakeholders. This will include Bath Spa University, major employers, employer organisations, funding and other agencies.
- To develop appropriate programmes for groups of learners that facilitate progression to further study or employment and that are compliant with funding rules and agency requirements.
- To develop and maintain a high standard of teaching and learning across campuses through leadership of cross campus staff and the management of resources.
- In conjunction with the Group Curriculum Director, to take appropriate action to ensure that achievement rates for all provision are above national averages and improving over time. To take decisive action to improve underperforming provision as necessary.
- In conjunction with the Group Curriculum Director to be responsible for the achievement of income targets within the curriculum area. To ensure that resources allocated to the area are managed appropriately and within agreed budgets.
- To deputise for the Group Curriculum Director as necessary.

Key Responsibilities:

1. Managing Strategy:

- 1.1 As part of the College's management team, to contribute to the overall strategic development of the College.
- 1.2 To support leading the strategic development and growth of the College's Teacher Education and Leadership & Management Development provision, ensuring alignment with college priorities and sector needs.
- 1.3 Develop innovative programmes, qualifications and professional development opportunities that respond to employer demand, workforce development priorities and emerging Further Education sector trends.
- 1.4 Establish and maintain strategic partnerships with colleges, employers, awarding organisations, training providers and sector specialists to enhance curriculum development, programme sustainability and business growth.
- 1.5 Support the expansion of externally facing leadership and management programmes, generating new commercial opportunities and increasing the College's profile within the sector.
- 1.6 To contribute to the development of the College's Self-Assessment Report. To lead the Self-Assessment and Quality Improvement arrangements for their curriculum areas across the college campuses.

2. Managing Operations:

- 2.1 To support leading the operational management, delivery and continuous improvement of Teacher Education and Leadership and Management development provision.
- 2.2 Ensure consistently high standards of teaching, learning, assessment and learner support, resulting in outstanding learner outcomes and progression.
- 2.3 In conjunction with the Group Curriculum Director to develop and implement curriculum plans that meet learner, employer and regulatory requirements whilst supporting progression into employment, management and further study.

- 2.4 To work with the Group Curriculum Director to lead quality assurance, self-assessment and quality improvement processes, ensuring compliance with awarding body, funding and regulatory requirements.
- 2.5 Monitor programme performance and implement timely interventions to address underperformance and drive excellence.
- 2.6 To deputise for the Group Curriculum Director on a range of external committees, groups and partnership boards concerned with planning and delivering courses and programmes.
- 2.7 To contribute to the day-to-day management of the College.
- 2.8 To teach 6 hours per week excluding cover, team teaching or ad hoc sessions. This should be a regular, timetabled commitment.
- 2.9 To assist the Group Curriculum Director in all aspects of management of the College's curriculum and operations so as to maximise effectiveness and efficiency across the full range of the College's operations.

3. Managing Finance:

- 3.1 To contribute to the achievement of income targets through the growth and diversification of Teacher Education and Leadership & Management Development programmes.
- 3.2 To support the development of commercial opportunities that support programme sustainability and income generation.
- 3.3 To contribute to budget planning and resource allocation, ensuring provision is delivered efficiently and within agreed financial parameters.
- 3.4 To contribute to budget planning and resource allocation, ensuring provision is delivered efficiently and within agreed financial parameters.
- 3.5 To be responsible for the effective monitoring and control of cost centre expenditure, including staffing budgets, within college guidelines.

4. Managing People:

- 4.1 To be responsible for the line management, support, supervision and professional development review of designated staff, setting and monitoring performance and financial targets as appropriate.
- 4.2 To assist with the recruitment and selection of staff across campuses for the area and the designation of their responsibilities and duties.

- 4.3 In conjunction with the Group Curriculum Director to ensure that all new staff in their area are given appropriate induction in accordance with college policy.
- 4.4 To identify staff training and development needs and ensure that these meet strategic and operational priorities.
- 4.5 To work collaboratively with middle managers across the group to support the development and management of Teacher Education and Management Development programmes.
- 4.6 To support and develop effective cross campus working ensuring the sharing of good practice and consistent approaches to curriculum delivery.
- 4.7 Foster effective cross-college and external collaboration, promoting the sharing of good practice and innovation across programmes.

5. Managing Information:

- 5.1 To maintain up to date knowledge of national, regional and local developments in Further and Higher Education.
- 5.2 In conjunction with the Group Curriculum Director to lead on the monitoring of key performance indicators including recruitment, retention, achievement, progression, attendance and learner satisfaction.
- 5.3 In conjunction with the Group Curriculum Director to produce accurate reports, self-assessment documentation and quality improvement plans that inform strategic decision making.
- 5.4 To be responsible for the accuracy, timeliness, interpretation and use of statistical data to inform curriculum planning and strategy.
- 5.5 To be responsible for monitoring and reviewing a set of KPIs as agreed with the Group Curriculum Director.

In common with other managers:

- All managers will undertake a weekly duty manager slot, at the same time each week, based at an agreed campus from the start date, to support the college community by upholding behaviour policies and assisting with day-to-day issues.
- All managers are required to return to work the week before GCSE results are released in August; this date is approximate and should be checked before making any commitments. No annual leave is to be booked during the enrolment period, and managers will be expected to support enrolment activities throughout this time.

- All staff are expected to support exam invigilation and will be required to cover up to three exams per year, **excluding** GCSE exam support.

In common with all other staff:

- To support and deliver the College's value and strategic intent.
- Demonstrated ability to implement HR policies and practices within business support functions, through a diversity, equality and inclusion lens, with a commitment to addressing systemic inequalities.
- Proven ability to plan and deliver services and support to culturally and ethnically diverse communities, contributing to an inclusive college environment.
- To take responsibility for one's own professional development and participate in relevant internal and external activities.
- To implement the College's safeguarding policies and practices.
- To implement your health and safety responsibility in line with the College's Health and Safety policy.
- To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

Additional Information:

Safeguarding Statement

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Criminal Convictions, DBS & Ongoing Disclosure

This role requires an Enhanced DBS check. Applicants must declare any unprotected convictions. During employment, the post holder must report any new relevant convictions, cautions, or police involvement in line with safeguarding requirements.

Equality, Diversity & Inclusion

The College is committed to equality of opportunity and inclusive practice. We welcome applications from all sections of the community and expect all staff to uphold antiracist, inclusive and respectful behaviours.

Review of Job Description

This job description will be reviewed regularly to ensure it remains an accurate reflection of the duties and responsibilities of the post holder and continues to meet the needs of the College.

Person Specification

- Excellent oral and written communication, negotiation, influencing, problem-solving, numerical and presentation skills.
- Significant experience of line managing staff.
- The ability to work successfully within a team and target-setting culture.
- Good levels of personal IT use and a willingness to enhance these skills.
- The ability to contribute to the long-term strategic development of the college.

Education & Qualifications

- Possession of a degree and appropriate professional teaching qualifications.
- Leadership and Management qualification and/or relevant higher-level professional qualification desirable.

Experience

- Significant and successful experience of curriculum management and of improving quality of student outcomes in Further Education, Adult Education or Higher Education.
- Experience and understanding of key issues affecting adult learning in the Further Education and Higher Education sector.
- Experience of managing and delivering programmes from Level 3 to Level 7.
- Proven experience of improving learner outcomes, quality standards and staff performance.
- Experience of building effective partnerships with employers, colleges, awarding organisations and external stakeholders.

Knowledge, Skills & Behaviours

- Strong understanding of Further Education and Higher Education quality frameworks, curriculum management and performance improvement.
- Knowledge of Teacher Education, professional qualifications and leadership and management development within the FE sector.
- Ability to develop innovative programmes and professional development initiatives that respond to employer, learner and sector needs.

- Excellent people management, coaching, communication, influencing and stakeholder relationship management skills.
- Strong analytical, organisational and project management skills, with the ability to use data to drive improvement.
- Proven ability to build strategic partnerships, manage external specialists and contribute to business growth, income generation and curriculum expansion.
- Excellent organisational skills, including time management, progress chasing, project management and the ability to meet deadlines consistently.

Professional Responsibilities, Values & Commitments

- Demonstrates a commitment to safeguarding and promoting the welfare of children and vulnerable adults, in line with statutory duties and college policies.
- Upholds inclusive values by supporting learners and staff from diverse backgrounds through fair, respectful, and unbiased practice.
- Maintains a safe working environment by following health and safety legislation, risk management procedures, and College guidance.
- Understands and applies confidentiality and data protection principles when handling information.
- Shows a commitment to continuous professional development and ongoing learning relevant to the role.
- Acts as a positive role model, demonstrating professionalism, integrity, reliability, inclusive practice, and anti racist behaviours that reflect the College's values and expectations.