Post Title: Head of Curriculum (HoC)

Place of Work: The role is primarily based at one of the College campuses, but the nature of the work will require travel to any of the College sites as required.

Hours of Work: 37 hours per week (Monday to Friday), 52 weeks per annum.

Salary: Spot Salary

Accountable to: College Deputy Principal

Responsible for: Curriculum Team

Summary:

Reporting to the Deputy Principal, the post holder is responsible for the joint planning and management of a curriculum offer that ensures that all staff and students within the department, including the Deputy Principal, have access to relevant information in a timely fashion within available resources. The post holder will support the Deputy Principal in the effective leadership and management of the department to achieve the College objectives, behaviours and targets as identified in the Strategic Plan.

Duties, Responsibilities and Accountabilities:

- Teach on programmes (between 300 and 500 hours per academic year). Hours allocated to the role will depend on student numbers, subject areas, etc. and will be reviewed on an annual basis or if the business need changes.
- Maintain and up-to-date knowledge of developments in teaching, learning and assessment and disseminate to teaching teams regularly.
- Support the Deputy Principal for the Curriculum Department and deputise in their absence.
- Manage the day-to-day running of the Curriculum Department, including staff and students behaviours, setting high expectations.
- Meet deadlines as set by SLT.
- Ensure effective challenge of staff in line with college expectations.
- Be aspirational for all learners and support in progression at the completion of programme, including FE, HE, employment and apprenticeship/traineeships.
- Ensure effective challenge and support of learners in line with the Student Disciplinary Policy.
- Ensure effective communication between curriculum teams, support teams, learners and parents/carers and respond promptly to communication from internal and external stakeholders.
- Ensure effective communication of college expectations, including open events and collaboration with external stakeholders.
- Ensure effective management and maintenance of college facilities and equipment, reporting concerns to the relevant areas as appropriate.
- Ensure effective collection and reporting of progression and destination data.
- Support and line-manage direct reports, ensuring the completion of all staff appraisals within College set deadlines.
- Manage curriculum area budgets and resources, ensuring that value for money is sought at all times.
- Take the lead responsibility for the effective and timely Internal Quality Assessment (IQA) in the curriculum area, managing the internal and external verification processes within the team and acting as the Assessor/Verifier where necessary, including working with awarding body consultants and external verifiers, to ensure all aspects of learner assessment are covered, act as Internal Verifier for programmes where necessary.
- Take responsibility for the actions arising from the Quality Assurance processes.
- Ensure all students have an up-to-date Progress Reviews with SMART Actions updated as per the College cycle.
- Ensure effective monitoring of learners at risk of not completing their education programme and implement actions to address concerns.
- Hold regular team meetings to examine and analyse curriculum and course related data and trends.

- Support the effective delivery of the English and maths Strategy, including all aspects associated with the Education Programme framework.
- Ensure that all staff within the department have a clear understanding of equality of opportunity and diversity within the curriculum and actively promote equality of diversity in the curriculum area.
- Ensure your learners and staff have a clear understanding of Fundamental British Values and the Prevent Agenda, so that these become embedded within the learning environment.
- Lead termly standardisation sessions.
- Report to Deputy Principal on a regular basis; progress by curriculum area, course and student, with reference to retention, success and operational issues.
- Identify and contribute to curriculum development for the continued smooth running of the provision and optimisation of achievements and funding.
- Implement actions to address non-attendance across the area and increase retention.
- Manage course/programme information, including student handbooks, working with Marketing and Student Services and Admissions.
- Deliver training to vocational staff on how to maximise student success using relevant tools.
- Promote and implement a positive learner experience across the provision.
- Ensure all Learner Voice (LV) surveys/sampling is undertaken to ensure high learner number returns and excellent feedback. Create action plans to address any negative feedback, so that learner satisfaction is outstanding.
- Actively ensure that the teaching staff fully understand course/subject specifications and awarding body requirements.
- Ensure clear and timely tracking of assessment and achievement for all students on eTrackr.
- Ensure students are placed on appropriate courses at enrolment.
- Ensure the termly and timely authoring of Course reviews in line with the College quality assurance procedures, identify areas for improvement and establish Performance Improvement Indicators. Monitor and evaluate progress towards these, mapping against the College strategic aims.
- Advise Deputy Principals and Senior Leadership Team as appropriate of the resources necessary for the provision and identify future resource needs.
- Complete timetabling in accordance with College requirements and within the set timeframe.
- Support the Deputy Principal in the completion of the annual Self-Assessment Reports (SAR) for each curriculum area.
- Support the Deputy Principal in implementation, writing and monitoring the subsequent action plan(s) arising from the SAR.
- Work closely with teaching and support staff and collaborate with them in increasing student aspirations and experience.
- Work with the Deputy Principal to ensure all teaching staff are regularly observed, driving forward and promoting excellence in teaching, learning and assessment.
- Develop aspirational and inspirational teaching materials and methods, including the use of technology to ensure you are graded to at least Grade ‘2’ (Good or Better) in your own teaching.
- Support the Deputy Principal in the Teaching & Learning improvement procedures.
- Comply with Health and Safety legislation.
- Comply with any and all Departmental and College policies and regulations which the Corporation may from time-to-time issue to ensure the efficient operation of its business and the welfare and interest of its employees and students.
- Ensure the effective safeguarding of learners in line with the College Safeguarding policy and in collaboration with the Safeguarding team.
- Plan for continuity in teaching, learning and assessment in the event of unforeseeable circumstances.
- Undertake such duties of work as may reasonably be required, commensurate with this post and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

All employees of the College are expected to work in such a way that delivers the following behaviours:

1. Customer focussed, through a "can do" attitude.
2. Consistent and reliable.
3. Has a collaborative, supportive and tolerant approach.
4. Reflective, and embraces new initiatives in order to improve performance.
5. Consistently delivers good or outstanding lessons.
6. Inspires, motivates and challenges students to achieve outstanding outcomes.
7. Leads by example.
8. Results focussed.
9. Manages resources, performance and risk.
10. Champions effective change.

These behaviours will form part of the criteria within the Appraisal process.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
(1) Qualifications:			
Full teaching qualification or proof of exemption by being in continuous employment as a lecturer from before 1st September 2001	√		Application / Interview
A degree or proven substantial vocational experience in the related field of expertise	√		Application / Interview
A management qualification		√	Application / Interview
A postgraduate qualification		√	Application / Interview
(2) Knowledge to include:			
Clear understanding of the QCF and other key changes in the sector	√		Application / Interview
Understanding of all relevant FE funding methodologies or willingness to demonstrate how these skills will be achieved	√		Application / Interview
(3) Experience to include:			
A sound overall understanding of the programme area and an in-depth knowledge of at least part of the area	√		Application/ Interview
An ability to identify and implement improvements in existing systems and practice	√		Application/ Interview
Proven experience of effective budget control and management	√		Application/ Interview
Proven experience of motivating and supporting staff	√		Application/ Interview
Proven experience of Curriculum planning and development			Application / Interview
Good or outstanding Teaching and Learning observation grades	√		Application / Interview
(4) Skills and Attributes to include:			

A commitment to establish effective partnerships and good relations between students, parents, staff and professional bodies	√		Application / Task / Interview
A commitment to promote and lead on whole College developments and work as a member of the Management Team to deliver results	√		Application / Task / Interview
An ability to apply an entrepreneurial and innovative approach to new initiatives in curriculum	√		Application / Task / Interview
An ability to work under pressure and meet tight deadlines	√		Application / Task / Interview
An ability to interpret and use Key Performance Indicators in order to identify issues and bring about positive change	√		Application / Task / Interview
A commitment to driving up standards of Teaching and Learning across the College	√		Application / Task / Interview
Can actively lead on and demonstrate commitment to the values, vision and mission of the College	√		Application / Task / Interview
A willingness and ability to work flexibly	√		Application / Task / Interview

General:

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Staff are expected to comply with the College employment policies and procedures but in particular the Code of Conduct, DBS and Health & Safety Policy, which can be located on the College Staff Net system or via the People Department.

Please sign as confirmation of your understanding and acceptance of the role.

You should retain one copy for your records and return one copy to the People Department.

Sign:_____

Print:_____ Date:_____