NEW CITY COLLEGE

# JOB DESCRIPTION

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| **TITLE:** | Senior Curriculum Manager |
| **GRADE:** | Management Spine |
| **RESPONSIBLE TO:** | Group Curriculum Director |

## PURPOSE OF JOB:

- To have responsibility for courses and defined operational issues within the Directorate
- To carry out line-management duties i.e. performance development review process, observations, budget control
- To teach between 288-400 hours per annum excluding occasional cover for cancelled classes, subject to operational demands agreed with your line manager and the specific responsibilities of the post.
- To teach at other campus as and when required
- To deputise for the Group Curriculum Director as necessary.

## MAIN TASKS AND RESPONSIBILITIES:

### 1. In common with all other staff:

1.1 To support the College's mission, vision, values and strategic objectives;

1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.

1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;

1.4 To implement the College's safeguarding policies and practices.

1.5 To implement the College's health and safety policies and practices.

1.6 To contribute to the College's commitment to continuous improvement as identified in the College's charter and quality assurance systems.

1.7 To ensure that data is handled in line with the General Data Protection Regulations.

## 2. Managing Operations:

2.1 To contribute to the development of the work of the Programme including the development of the curriculum and innovative methods of delivery;

2.2 To oversee the learning, progress and conduct of students on designated courses;

2.3 To support the development, implementation and monitoring of quality standards and specifications on courses;

2.4 To be responsible for the day-to-day organisation of courses in the Programme Area.

2.5 To ensure that staffing matters which affect service delivery are dealt with in accordance with College policy and procedures;

2.6 To monitor syllabi, schemes of work and learning outcomes for designated programmes/courses;

2.7 To ensure effective student assessment and accreditation arrangements, including exams and internal verification and student feedback/reporting for identified courses;

2.8 To ensure effective course and student monitoring arrangements, including regular course team meetings for identified courses;

2.9 To teach on appropriate courses within the College's programme;

2.10 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students;

2.11 To act as a leader/member of appropriate teams and to liaise with colleagues in the design, delivery and evaluation of all aspects of the provision;

2.12 To liaise with partner organisations, other programmes and external agencies as appropriate;

2.13 To advise on market research, publicity and the promotion of the Programme Area's courses;

2.14 To write reports on the work of the programmes for a variety of audiences;

2.15 To ensure that the College's equal opportunities policies are implemented in the programme and that all aspects of the College's Charter and complaints system are understood and upheld by staff.

## 3. Managing Finance:

3.1 To assist in the management, monitoring and control of the expenditure of a cost centre effectively and efficiently within College and funding body guidelines.

3.2 To assist in the planning of staffing requirements in the curriculum area and to manage the appropriate staffing budgets.

3.4 To authorise as appropriate the purchase of necessary apparatus, equipment and materials within the cost centre budget.

3.5 To initiate and participate in schemes to generate funds from external sources and manage where appropriate.

## 4. Managing People:

4.1 To assist in the recruitment and selection of lecturers;

4.2 To ensure that new staff are given appropriate induction and support;

4.3 To manage individual staff performance through Support, management and Observation in accordance with College policy;

4.4 To identify the training and development needs of a group of staff, and to coach staff to achieve their full potential;

4.5 To contribute to the staff development programme for the College;

4.6 To assist in the development of effective course and curriculum teams.

## 5. Managing Information:

5.1 To keep up-to-date with national, regional and local developments in Further Education;

5.2 To provide statistical data on all aspects of the programme, as required;

5.3 To help forecast demand for new courses;

5.4 To ensure the maintenance of accurate class, student and financial records;

5.5 To evaluate the service provided through performance indicators, in particular to assist GCD in producing an annual Self-Assessment Report.

## 6. Person Specification:

6.1 Possession of a degree or appropriate professional qualification and hold, or be working towards, a recognised teaching qualification;

6.2 Wide ranging teaching experience in a related subject

6.3 Ability to develop and maintain links with education providers and employers;

6.4 Ability to select, manage and develop staff;

6.5 An understanding of the key national and local issues affecting participation and achievement in post-16 education;

6.6 Experience of curriculum development within the Programme area and ideas for implementing programme development within an environment of change;

6.7 An ability to set and monitor high standards of teaching and learning, and an understanding of quality principles and practices in Further Education, with the ability to set and monitor performance targets;

6.8 A high level of written and oral communication skills;

6.9 Proven organisational skills including an ability to work to deadlines and to use a range of software packages;

6.10 An understanding of and commitment to Equality and Diversity and Safeguarding and practical ideas for their implementation in this post.

## Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.

Incremental pay progression will be by satisfactory performance review.