

Job Description: Senior Curriculum Manager Psychology

Key focus: Improving Students' Achievements

In cooperation with and reporting to the Director of Teaching and Quality, the post holder will take specific responsibility for the following activities:-

A Senior Curriculum Manager in the College has two major roles:

i) Managing a curriculum area and its team of teachers and technicians, and ii) Supporting the Director of Teaching & Quality to determine and implement policies in line with the College Strategic Plan.

The Senior Curriculum Manager will be expected to work in cooperation with staff throughout the College, and in particular will be expected to:

Manage People

- Manage colleagues contributing to the teaching of the curriculum area, building a sense of cooperation and teamwork and leading by example in encouraging and supporting developments in the delivery of the curriculum;
- Organise and run regular team meetings, and attend and contribute to Faculty related meetings;
- Advise the Principal on the appointment of new teaching staff and on promotion within the area.

Manage Resources

- Take responsibility as a budget holder, developing resources, prioritising needs, and responding to whole College initiatives;
- Maintain and record stock, and oversee the use and care of rooms, studios, furniture and equipment within the area with due regard to health, safety and the assessment of associated risks.

Manage Team Achievement

- Contribute to the development of appropriate teaching and learning practices in the curriculum area, and ensure that schemes of work are written, regularly reviewed and updated;
- Keep under regular review the work of students, ensuring that all are regularly assessed in accordance with College policies, that work is set and marked regularly in accordance with policy as agreed with the Director of Teaching & Quality;
- Ensure that work is set during the absence of colleagues;
- Take responsibility for ensuring that student voice is collected in a variety of different ways and

- acting promptly on issues that may emerge;
- Monitoring and evaluation in accordance with Faculty and College Quality Assurance Procedures;
- Contribute to College strategic planning by setting, monitoring and evaluating targets and tasks of the curriculum team(s);
- Contribute to the guidance process aimed at supporting students considering progression routes;
- Participate in appraisal systems within the College both as appraisee and appraiser.

Manage Change

- Review regularly the specifications offered within the area in consultation with the Director of Teaching & Quality;
- Have a good knowledge of developments in the curriculum area both in the 16-19 sector and at Key Stage 4, and lead on the process of staff development in the curriculum area, encouraging initiatives within areas of responsibility and guiding new members of staff in a positive and constructive manner;
- As far as possible, develop and maintain contact with staff in partner schools to promote the curriculum area and support other liaison processes.

Other duties

- Undertake such other duties as may be reasonably required by the Principal.
- Comply with policies and procedures relating to fraud and irregularities, child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the general data protection regulations. Reporting all concerns to the appropriate person.

Senior Curriculum Manager: Person Specification

Quality/skill sought	Essential/Desirable
A strong record of examination results from students you have taught, and/or students in the curriculum area you have led.	Essential
The ability to lead by example, and encourage innovation in the classroom and in practical work.	Essential
The ability to ensure that the student experience is consistently strong across the entire curriculum area.	Essential
The ability to foster a strong sense of teamwork and collaboration.	Essential
The willingness to develop students' literacy and numeracy skills.	Essential
The willingness to seek out ways to develop students' employability skills.	Essential

An understanding of the critical importance of monitoring student progress and intervening early to put students back on track.	Essential
Strong organisational skills, along with the ability to think and plan ahead.	Essential
The confidence to analyse a range of data about student achievement and progress.	Essential
The willingness to make difficult decisions or hold difficult conversations with staff where necessary.	Essential
The willingness to seek out, listen and respond to the views of students and staff.	Essential
An understanding of the pedagogical implications of delivering 2-year linear A levels.	Essential
Understand the key principles behind Study Programmes, and the Common Inspection Framework.	Essential

The College has an uncompromising commitment to the safeguarding of our students.