

## **Job Description**

### **Curriculum Manager - English**

#### **The Role**

A key part of the College's provision is delivered by a discrete group of staff, who provide English and Mathematics tuition, mainly GCSE and Functional Skills. They support learners across the College. In line with the national skills agenda, this area has expanded provision to meet the needs of learners, particularly at GCSE level.

The post holder will be responsible as the lead for the English curriculum and will be expected to apply their own initiative to ensure the continuous improvement, development and growth of this area in line with the College's Strategic Plan.

The post holder will have line management responsibility for teaching staff and will be responsible for their leadership, motivation and development to ensure that the aims and objectives of the College are met.

The post holder will have responsibility for the operational management of the area ensuring high quality provision, effective and efficient use of resources and flexible, student centred delivery.

#### **Main Purposes and Responsibilities**

**Responsible to:**            **Head of English and Maths and Teaching, Learning and Assessment - Merton and Carshalton**

The main activities, duties and responsibilities of the post are set out below. This description is intended to give a framework rather than to set limits. Further Education Colleges are required to respond to rapid change and a re-evaluation of duties may be called for from time to time, in consultation with the post holder.

The main purpose of the role is to:

#### **Provide leadership, vision and facilitate change effectively**

- Provide leadership for the team, developing and implementing operational and improvement plans in line with College objectives.
- Promote excellence in learning, teaching and assessment on all English programmes.
- Support the Vocational Curriculum Managers in establishing an inclusive culture towards English in line with the College's values and behaviours, taking a proactive role in enhancing the reputation of English as an embedded skill.
- Actively promote equality and diversity within the section, ensuring it is built into the delivery of high quality teaching, learning and assessment.
- Teach GCSE English and be able to teach English on lower level qualifications as appropriate.

#### **Curriculum**

- Design and manage the English programme, ensuring it is well planned and meets individual learner needs through a high quality personalised approach.
- Foster a culture of innovation, including embedding the use of new technologies, equality and diversity within the curriculum.

- Ensure that all targets for achievement, high grades and student satisfaction are achieved or exceeded.
- Manage the processes and operation of initial assessment and diagnostic assessment to ensure that learners are supported effectively and at appropriate levels.
- Provide data that is accurate, complete and timely and use data in a timely manner to monitor, evaluate and plan improvements.
- Effectively implement quality assurance and improvement processes, in line with both internal and external requirements.

### **Learner Experience**

- Place student learning and success first, by ensuring the recruitment, conduct and progress of all students is in line with College policies and procedures.
- Ensure systems and processes for supporting 'at-risk' learners are well established and used to improve student success and progression.
- Monitor and act upon poor attendance, punctuality and behaviour in line with College processes and procedures.
- Deliver effective, efficient and professional IAG at open day/evening events and with parents, employers, examining bodies, universities.

### **Staff**

- Build and develop productive working relationships with colleagues.
- Contribute to the recruitment, selection and development of colleagues in a fair and open manner, providing appropriate learning opportunities to aid the drive for continuous improvement.
- Appraise and develop staff promoting equality at all times.
- Arrange regular meetings and ensure excellent communication amongst teaching and support staff within the section and across the College.

### **Resources**

- Comply with the College's Financial Regulations and Procedures.
- Take responsibility for efficient resource management within the Section, ensuring that activities are cost effective, monitoring efficiency to minimise any wastage.
- Meet enrolment targets for your programmes in line with College expectations.
- Ensure that the section provides a safe and secure environment in which to study and work, paying full attention to safeguarding and health and safety requirements.

### **School Management Team Role**

- Make a significant contribution to developing the Self-assessment and Improvement Plan.
- Undertake rigorous learning and teaching observations, ensuring a drive for continuous improvement.
- Maintain up-to-date knowledge of development and best practice in your area to provide sound professional advice.
- Comply with and actively promote all College policies with full regard for Equality, Health & Safety and Safeguarding requirements.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

- Participate in the duty management rota which may include evening and holiday cover arrangements.
- Perform other duties as may be required by the Principal, Head of English and Maths and Teaching, Learning and Assessment or their representatives, in order to ensure the efficient functioning of the College.

### **General Duties of the Post**

The post holder will assist with or undertake the following:

- To keep up-to-date with QA initiatives and to develop and meet service standards for the GLT office.
- To participate in the Professional Development Programme and undertake training as required including all relevant areas of technology.
- To propose any ideas which may help to promote and extend the Group's reputation and efficient running of the Group.
- To work safely, consider the safety of others and work within the guidelines stated in the Group Health and Safety Policy
- To be available to assist in enrolment and other procedures which may require occasional evening and weekend work.
- Undertake other duties as may be required by the Group Leadership Team or their representatives, in order to ensure the efficient functioning of the Group.

As a list of general duties, the above is not exhaustive. The work of the Group as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

### **Additional Information**

This Job Description / Specification is subject to periodic review.

**Salary scale MSP 5-7:** £41,603 - £43,816 per annum (inclusive of London Weighting)

## Person Specification Curriculum Manager - English

### Person Specification, Experience and Qualifications

		Essential	Desirable
1	Hold/working towards a Degree or equivalent qualification in English.	✓	
2	Hold a full teaching qualification.	✓	
3	Hold a minimum Level 2 qualification in Maths.	✓	
4	Have sound knowledge of the English curriculum, including GCSE and Functional Skills, and a firm grasp of current and impending changes to this curriculum.	✓	
5	Have a good understanding of the process of curriculum development, accreditation and validation for GCSE and Functional Skills.	✓	
6	Have a thorough understanding of quality assurance and improvement processes and how these can be used to enhance student experience.	✓	
7	Leading/managing GCSE and Functional Skills in post 16 education, and a track record of making sustained improvements.	✓	
8	Planning a high quality GCSE and Functional Skills programme managing the use and production of all materials and resources to support learning.	✓	
9	Successful record of identifying and responding to staff training and development needs.	✓	
10	Substantial relevant teaching experience of GCSE and Functional Skills and a track record of achieving good GCSE results, specifically high grades.	✓	
11	Successfully monitoring and supporting 'at-risk' learners to achieve or exceed their potential.	✓	
12	Using new technologies to enhance student learning.	✓	
13	Strong organisational skills.	✓	
14	Ability to anticipate and plan for potential barriers to learners' progress.	✓	
15	A clear vision for the improvement and development of English within the FE environment.	✓	
16	A strong commitment to equality and diversity, safeguarding, personalised learning and the provision of educational excellence.	✓	
17	Demonstrate personal qualities such as empathy, interpersonal communication skills and team work.	✓	
18	Ability to work under pressure and to strict internal and external deadlines.	✓	
19	Good IT skills and the ability to analyse complex data/information relating to admissions, student progress and success.	✓	
20	Commitment to continual relevant professional development.	✓	

