



**WORK AT
SHIPLEY
COLLEGE**

Curriculum Manager

Shingley College - Great people, great place!

Hours: 7 hours a week (0.2 FTE), full year post.

Salary: £39,539 per annum **FTE** (Actual Pay: £7,908 per annum)

Closing Date: 27/11/2024 at 9am

Interview Date: TBC

Start Date: 6th January 2025, where possible (subject to notice period and satisfactory pre-employment checks)

WELCOME TO SHIPLEY COLLEGE

This is an exciting opportunity to contribute to the success of the department. You will be an experienced teacher who is confident in the use of data to drive improvements, champions the learner experience, and promotes staff wellbeing through a person centred approach to management.

The Curriculum Manager will work closely with the Head of Department to ensure the smooth running of the department and support them in the pursuit of the highest quality curriculum offer and learning experience, leading to outstanding student outcomes.

If you live our College's values and have an ambition to further develop your leadership and management skills, we welcome your application for this post.

Completed application forms should be submitted to jobs@shingley.ac.uk



Job Description

JOB TITLE	Curriculum Manager
RESPONSIBLE TO	Head of Department

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

To support the Head of Department by contributing to effective curriculum planning, development and delivery and the attainment of the highest standards in the quality of teaching, learning and assessment and in student recruitment, attendance, progress and achievement within the Department.

DUTIES AND RESPONSIBILITIES

- To support the HoD to plan, develop, implement and evaluate the delivery of courses that meet the needs of a range of stakeholders, including employers, and local/regional priorities.
- To support the HoD and work with appropriate staff to ensure the College meets its recruitment and financial targets and fully delivers against all contracts.
- To support quality assurance and improvement activities, including observation of teaching, learning and assessment as part of the College observation team
- To contribute towards the achievement of the appropriate Departmental Development and Improvement Plans and attend Performance Reviews.

- To model best practice across the department and promote the development of innovative approaches to teaching, learning and assessment alongside the AP and Quality Teams and in line with national developments and to meet the needs of learners.
- To maintain effective relationships with external organisations such as validating bodies, the Local Authority, universities, corporate clients, national development agencies and other appropriate organisations.
- To support, network and build strategic internal and external relationships / partnerships, particularly with employers and the community.
- To line manage staff, including; supporting with induction, performance management and staff development.
- To lead on the planning of associated staff development and training to ensure up to date knowledge and skills related to the provision.
- To support the HoD in ensuring that the department achieves KPIs for recruitment, retention, attendance and achievement
- Actively pursue feedback from stakeholders including students, parents and employers and ensure this is used to inform quality improvement initiatives
- To support the HoD, BD and Placement Teams to ensure that students access an employer informed curriculum and benefit from high quality placements and interactions with employers
- To ensure that learners receive effective and timely support, appropriate to their needs, liaising with specialist staff within the College, as required.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.



PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Literacy & Numeracy at a minimum Level 2 or equivalent standard
A Degree or professional qualification which is appropriate to the role/work or significant working experience
A teaching qualification
Be a confident and proficient user of college systems to identify problems and improve outcomes
Experience of contributing towards effective performance management, improvement and quality assurance
Proven ability to manage, motivate, negotiate with and influence a variety of individuals and organisations both internal and external
Awareness of Study Programmes (including T Levels), Apprenticeships and Adult Learning

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of curriculum innovation across a variety of programme types
Experience of the observation of Teaching, Learning and Assessment process
Ability to summarise key points in concise, high quality reports and to translate these thoughts into actions
Commitment to ongoing Continuous Professional Development
Willingness to work variable hours when necessary to meet the requirements of the post

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

A leadership and management qualification Level 3 or above
An Assessor qualification
A clean driving licence and access to a car
Knowledge and experience of Equality, Diversity & Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

97% of students agree that the College is a safe place to learn.

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

96% of students agree that College staff are friendly and helpful.