



**WORK AT
SHIPLEY
COLLEGE**

Curriculum Manager

Business, Travel and
Horticulture

Internal applicants only

Shingley College - Great people, great place!

Hours: Current contracted hours, with included remission equivalent to 0.2, permanent, full year post

Salary: £39,539 per annum FTE

Closing Date: 22 July 2024 at 09:00

Interview Date: To be confirmed

Start Date: ASAP

This is an exciting opportunity for experienced teachers to take their first steps into 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 move into leadership and management, we invite you to make a copy of and complete the expression of interest form below.

Completed **expressions of interest** should be submitted to jobs@shingley.ac.uk. The expression of interest form is at the bottom of this job pack.

*Please note:

- Curriculum Managers will continue to have a substantial teaching workload - remission will be given to allow the successful candidates to undertake the CM duties.
- Curriculum Managers may support in a department other than the one they teach in.
- Previous management experience is not essential as training will be provided.
- Only applications from the Access for Further Learning and Work (Foundation) department will be reviewed.

Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.



Job Description

JOB TITLE	Curriculum Manager
SCALE	Spine Point 35
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 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 and the completion of department CARs to the highest standards
- 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.***

An appropriate academic or professional qualification at degree level
A teaching qualification
Literacy & Numeracy at a minimum Level 2 or equivalent standard
An degree or professional qualification at degree level
A teaching qualification
Be a confident and proficient user of College systems that is able 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
Experience of curriculum innovation across a variety of programme types

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
Awareness of Study Programmes (including T Levels), Apprenticeships and Adult Learning
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
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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

Expression of interest form

Please complete this form to apply for the Curriculum Manager role and email to jobs@shipleigh.ac.uk

Please confirm your qualifications:

- An appropriate academic or professional qualification at degree level
- A teaching qualification
- Literacy & Numeracy at a minimum Level 2 or equivalent standard
- A leadership and management qualification Level 3 or above (desirable)
- An Assessor qualification (desirable)

Experience of curriculum innovation across a variety of programme types - [give examples of those that promote our values and inspire students to outstanding outcomes](#)

Experience of contributing towards effective performance management, improvement and quality assurance - [give an example of how you have taken action to improve the student experience](#)

Experience of the observation of Teaching, Learning and Assessment process - [include examples of how you have helped your peers improve their practice](#)

Awareness of Study Programmes (including T Levels), Apprenticeships and Adult Learning - [what makes them different, what are the challenges of each different provision types?](#)

Proven ability to manage, motivate, negotiate with and influence a variety of individuals and organisations both internal and external - [include an example of how you have got an employer on board and how you have managed that relationship to have positive impact on curriculum and students](#)

Be a confident and proficient user of College systems (eg Proachieve, Advantage, Unit e) that is able to identify problems and improve outcomes (ie attendance, retention, achievement)

Ability to summarise key points in concise, high quality reports and to translate these thoughts into actions ie CARs, Sector SARS, QIPs, development plans, student reports

Willingness to work variable hours when necessary to meet the requirements of the post - give examples of your 'student and stakeholder first' approach

Do you have a clean driving licence and access to a car? (Desirable)