

Job title:	Curriculum Development Manager for Automotive
Reports to:	Head of Curriculum for Engineering and Automotive
Responsibility for others:	Yes

JOB DESCRIPTION

Purpose and context:

To assist the Head in managing and developing the curriculum, including the management of staff and resources in the area where applicable.

To improve outcomes for students by achieving and maintaining high standards of performance through tracking, monitoring and inspiring staff and students.

To demonstrate excellent teaching practice, giving a fantastic student experience whilst driving the utilisation and development of digital skills amongst our learners and the department staff team.

The following list is intended to give an indication of the range of duties and responsibilities it does not specify all aspects of the role.

Responsibilities:

Curriculum Management & Development

- Assist the Head in the planning, reviewing, developing, designing and implementation of a curriculum which satisfies our communities' continuing needs
- Provide leadership for the development, and delivery of, engaging and industry relevant materials and resources to support curriculum development, and a high standard of teaching and learning.
- Support the implementation of local and corporate strategies to develop high quality teaching, learning and assessment.
- Celebrate student success and facilitate the sharing of good practice.
- Liaise with external agencies / partners to ensure high-quality and cost-effective delivery of provision.
- Monitor and address attendance, punctuality and student performance.
- Support positive student behaviour across the department, maintaining expectations and a consistent student experience.
- Ensure appropriate attention is given to the promotion of equality, diversity and inclusion in the curriculum.
- You will be based at Castleford but may be asked to work at another site if a need arises and you are directed to do so by the Head of curriculum.

Quality

A shared responsibility for the performance of courses through:

Monitoring the curriculum area's performance against Key Performance Indicators including:

- Recruitment rates and targets
- Success, retention and achievement rates and targets

- Value added
- Attendance targets
- Engaging with College information systems and working with course teams to regularly monitor retention and address emerging issues
- Ensuring course teams comply with the Group's quality processes, for example, following the curriculum and quality calendars including the development of course reviews
- Ensuring timely and appropriate completion of action and improvement plans
- Ensure that appropriate initial curriculum advice and guidance is in place to deliver "right student, right course"

People Management

Be the line manager for some staff within the area (as required), and support the Head with other aspects of staff management including:

- Planning and monitoring the core and flexible staffing needs of the area
- Taking part in the recruitment and selection of staff
- Inducting new staff to the area
- Coaching and mentoring of staff as appropriate

Financial Management

Assist the Head in maintaining a healthy position for the area including:

- Ensuring efficient use of resources, including rooms and equipment
- Ensuring timely completion and submission of registers and other student-related documentation and returns
- Possible management of a delegated budget

Marketing

Contribute to College marketing activities, particularly through schools' and employer liaison activities and supply of prospectus and website content.

Teaching

The teaching commitment will be determined and communicated as part of the curriculum and strategic planning activity. In the 2026 – 2027 academic year the likely annual teaching commitment would be 621.

Personal & Professional Development

Participate actively in the Group's performance and development review programme.

Undertake appropriate learning and development including any academic, vocational and professional updating, and legal compliance training relevant to the post which fulfils the objectives of the College.

Participate in a minimum of 30 hours per year learning development.

Responsibilities of all employees within the Heart of Yorkshire Education Group:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.

- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into Group life through involvement in all identified aspects of the enrolment process.

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

Person Specification: Curriculum Development Manager for Automotive		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Reference
<u>Qualifications and Training:</u>		
Relevant degree or professional qualification of an equivalent level	Essential	Application
PGCE or equivalent teaching qualification	Essential	Application
GCSE A*- C / 9 - 4 in Maths and English qualifications or equivalent (as a minimum)	Essential	Application
Safeguarding Awareness and Prevent training (or to be completed within one month of appointment)	Essential	Application, Interview
Management qualification or training	Desirable	Application
<u>Relevant Experience:</u>		
Successful experience of teaching	Essential	Application, Interview
Track record of improving the learner experience	Essential	Interview
Experience of integrating digital technology into teaching and learning	Essential	Application, Interview
Experience of working with/in relevant external organisations	Essential	Application, Interview
Supervisory/curriculum/course management experience within a College or Post-16 School environment	Essential	Application, Interview
Experience of budgeting	Desirable	Application, Interview
Management experience in FE	Desirable	Application, Interview
<u>Skills and Knowledge:</u>		
The ability to make accurate judgements about the quality of teaching, learning and assessment	Essential	Interview
Ability to plan complex activities	Essential	Interview
Good level of IT skills	Essential	Interview
Ability to influence decision making	Essential	Interview
The ability to form and maintain appropriate relationships and personal boundaries with all students	Essential	Interview, References

The ability to maintain appropriate discipline through use of positive behaviour strategies	Essential	Interview, References
An appropriate attitude in relation to the use of authority	Essential	Interview, References
Ability to use Management Information Systems	Desirable	Interview
Ability to undertake training needs analysis	Desirable	Interview
<u>Additional Factors:</u>		
A professional approach	Essential	Interview, References
The ability to deal with all levels of staff and students	Essential	Interview, References
A flexible approach to working practices and adaptable to change	Essential	Interview, References
Good team member	Essential	Interview, References
Ability to work in a busy environment with tight deadlines	Essential	Interview, References
A commitment to the principles of Equality and Diversity	Essential	Interview
As the Group is a multi-campus site, flexibility and willingness to work across all sites is required	Essential	Interview