

Job title:	Curriculum Development Manager for English & Maths
Reports to:	Deputy Head of Curriculum
Responsibility for others:	Yes

JOB DESCRIPTION

Purpose and context:

The Deputy Head of Curriculum will be based out of Castleford college and will work across the group as required. They will play a pivotal role in shaping and developing the curriculum areas. This position is responsible for assisting the Deputy Head of Curriculum in overseeing the management and development of curriculum including management of staff and resources.

The role will focus on the improvement of outcomes for students by achieving and maintaining high standards of performance through tracking, monitoring and inspiring staff and students.

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 Deputy Head in the planning, reviewing, developing, designing and implementation of a curriculum which satisfies our communities' continuing needs.
- Provide leadership for the development of up-to-date materials and resources to support curriculum development, teaching, and learning.
- Support the implementation of local and corporate strategies to improve the quality of teaching, learning and assessment
- Improve the delivery of the schemes of work and the assessment, recording and reporting of student achievement
- Celebrate student success and facilitate the sharing of good practice
- Liaise with external agencies / partners to ensure high-quality and costeffective delivery of provision
- Monitor and address attendance, punctuality, and student disciplinary issues
- Ensure appropriate attention is given to the promotion of equality and diversity in the 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 Group 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"

Human Resources

Be the line manager for some staff within the area (as required), and support the Deputy 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 Deputy 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 Group 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 2023 – 2024 academic year the likely annual teaching commitment would be 621.

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 English and Maths		
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>Relevant Experience:</u> GCSE A*-C/9-4 in English and Maths or equivalent PGCE or other recognised teaching qualification Successful experience of teaching within the English and/or Maths Curriculum Track record of improving the learner experience Experience of integrating ILT into teaching and learning Experience of working with/in relevant external organisations Supervisory/curriculum/course management experience within a College or Post-16 School environment Experience of budgeting Management experience in FE	Essential Essential Essential Essential Essential Essential Desirable Desirable Desirable	Application Application Application, Interview Interview Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview
<u>Skills and Knowledge:</u> The ability to make accurate judgements about the quality of teaching, learning and assessment Ability to plan complex activities Good level of IT skills Ability to influence decision making The ability to form and maintain appropriate relationships and personal boundaries with all students The ability to maintain appropriate discipline through use of positive behaviour strategies An appropriate attitude in relation to the use of authority Ability to use Management Information Systems Ability to undertake training needs analysis	Essential Essential Essential Essential Essential Essential Essential Desirable Desirable	Interview Interview Interview Interview Interview, References Interview, References Interview, References Interview 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