

**Buxton and Leek College (part of University of Derby)**

**Job Description**

# **Job Summary**

## **Job Title**

Health and Business Curriculum Leader

## **College/Department**

FE Division

## **Location**

Buxton and Leek Campuses

## **Job Reference Number**

0258-20

## **Salary**

£37,871 to £39,458 per annum

## **Reports To**

Assistant Principal

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

Curriculum Leaders are first line managers of curriculum delivery and are active members of the Curriculum Leadership Team reporting to the Assistant Principal.

This post is responsible for one or more subject groupings linked to either tier 2 sector subject areas or course types. The responsibility extends to the development of curriculum, the management of delivery staff, the achievement of income targets, compliance with pay and non-pay cost criteria and the achievement of statistical performance targets.

Curriculum Leaders may also be required to undertake teaching duties, depending on the needs of their teams. This may include regular timetabled delivery or ad-hoc delivery to cover sick absences or holidays.

The College management structure operates hierarchically for line management purposes but functional management is a matrix, with Curriculum Leaders being responsible to Operations Managers for provision types of Young People, Adults, Apprentices and High Needs Students. All Curriculum Leaders are individually and collectively responsible for the performance of their curriculum teams against key performance indicators agreed each year as part of the performance review process.

In addition to their individual curriculum area responsibilities, Curriculum Leaders will also be allocated cross-college responsibilities for collective aspects of curriculum management or to support development initiatives. Examples of these responsibilities might be Internal Quality Assurance, Learning Technology, Resource-based Learning or External Funding Bids. These responsibilities may change from time to time as College or University priorities change.

Curriculum Leaders operate across all College delivery sites, including where provision is based in the workplace, with individuals through distance or online learning or where students are engaged through subcontractors.

## **Principal Accountabilities**

1. Deliver and promote the best possible teaching, learning and assessment experience for all students, aligning with the published ETF teaching and learning standards where relevant.
2. Contribute to the management of the College as an active member of the Curriculum Leadership Team, promoting and modelling a culture where responsibility and accountability are open, accepted and solutions focussed and where blame or retribution are not tolerated.
3. Ensure the student voice is at the heart of each stage of the learner journey and leads to positive impact within each area of curriculum responsibility, including closing the loop through the active promotion of ‘you said we did’ communication.
4. Practise and facilitate open and solutions-focussed communication, avoiding rigid hierarchies to ensure that those with a problem seek those with the solution, minimising upward delegation.
5. Ensure that teachers and other staff in the curriculum teams comply with prescribed or agreed systems of working, including (but not exclusively) delivery planning, attendance and progress recording systems, review and evaluation processes and electronic learning and tracking systems.
6. Encourage and facilitate the use of innovative and experimental teaching, learning and assessment practice, evaluating its effectiveness, sharing and celebrating success.
7. Support the maintenance of a culture of continuous improvement to help realise the College’s ambition to be outstanding.
8. Establish and maintain a vibrant and productive learning community, where staff and students operate in a safe, supportive and diverse environment.
9. Work with relevant members of the Curriculum Leadership Team to design, update and implement an efficient, progressive and attractive curriculum offer informed by market insight and community demand that leads to successful outcomes and progression to employment or further study.
10. Where relevant, coordinate the cross-college integration of specialist curriculum activities within learning programmes, ensuring consistency, high quality, and a coherent student experience, including where delivery is supporting enrichment or other activity.
11. Deliver an annually agreed teaching, instruction or assessment load and/or cover for staff sick or holiday absence as required.
12. Lead the internal quality assurance activities for your curriculum area, ensuring that all relevant stages of delivery and assessment are compliant and that an appropriate evidence base exists to support direct claims status where possible.
13. Manage, review and evaluate the performance of all staff within the curriculum teams including target-setting and review (DPR), graded and ungraded lesson observations as part of a systematic quality assurance process. This will also require more informal reviews of incidental teaching, instruction, assessment and facilitation activities.
14. Participate in quality improvement and self-assessment activities organised by the Deputy / Assistant Principal to support continuous improvement and inspection readiness.
15. Represent the College externally linked to your curriculum subject areas as required.
16. Develop and maintain supportive links to key employers and commercial/industrial practitioners relevant to the curriculum area(s), in order to continually test the relevance of course content, to grow direct employment sector involvement in the delivery of the curriculum and to source opportunities for work placements for both students and delivery staff.
17. Provide leadership and management of agreed cross-college activities or initiatives, reporting to relevant senior managers.
18. To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Degree or substantial equivalent experience
* Recognised teaching qualification at level 4/5

#### **Experience**

* Experience in designing and implementing course products, including deriving schemes of work from awarding body qualification specifications
* Experience as a teacher in the further education and skills sector
* Substantial experience of successfully managing teams and growing a customer focussed, “can-do” culture of teamwork

#### **Skills, knowledge and abilities**

* Excellent communication and interpersonal skills
* Ability to use general and specialist ICT applications to a high level of competence
* Ability to operate effective systems and procedures for quality management and measurement
* An ability to think laterally and solve problems in a creative fashion
* Team player with an innovative approach to problem solving

#### **Business requirements**

* Willingness and flexibility to travel and work between University and external sites in a cost effective and timely manner

### **Desirable Criteria**

#### **Experience**

* Experience of observing and reporting on the quality of teaching, learning and assessment
* Proven ability to create and maintain high performing teams through effective people management

#### **Skills, knowledge and abilities**

* Current knowledge of key issues effecting the FE and HE sectors

# **Benefits**

As well as competitive pay scales, we offer generous holiday entitlement. We also offer opportunities for further salary progression based on performance, and the opportunity to join a contributory pension scheme.

The University of Derby is committed to promoting equality, diversity and inclusion. However you identify, we actively celebrate the knowledge, experience and talents each person brings.

For more information on the benefits of working at the University of Derby go to [the Benefit pages of our website.](https://jobs.derby.ac.uk/display.aspx?id=1912&pid=0&tabId=230)