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

**Job Description**

# **Job Summary**

## **Job Title**

Curriculum Leader – Nuclear Skills Academy

## **College/Department**

Buxton & Leek College

## **Location**

Multi-site, including the Nuclear Skills Academy, Infinity Park, Derby DE24 9FU

## **Job Reference Number**

0443-24

## **Salary**

£42,791 to £45,955 per annum (for exceptional performers, there is scope for further progression up to £61,235 per annum)

## **Reports To**

Academy Manager – Nuclear Skills Academy

## **Line Management Responsibility**

Yes

# **Job Description and Person Specification**

## **Role Summary**

As a leader and first line manager of curriculum delivery, the post holder 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.

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. Examples of these responsibilities might be Internal Quality Assurance, Learning Technology, Resource-based Learning, Community Engagement or External Funding Bids. These responsibilities may change from time to time as College or University priorities change.

The post holder is responsible for complying with the requirements of Safeguarding Children and Vulnerable Adults.

## **Principal Accountabilities**

1. Deliver and promote the best possible teaching, learning and assessment experience for all students, aligning with the published Education and Training Foundation (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 focused 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. Practice and facilitate open and solutions-focused 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 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 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 study 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. Undertake internal verification activities, 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 ‘learning walk’ reviews of incidental teaching, instruction, assessment and facilitation activities.
14. Participate in internal quality assurance and self-assessment activities organised by the 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.
19. To comply with the requirements of Safeguarding Children and Vulnerable Adults, Health and Safety, Quality and other University policies including Risk Management.

## **Person Specification**

### **Essential Criteria**

#### **Qualifications**

* Degree or demonstrable 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
* Demonstrable experience of successfully managing teams and growing a customer focused, “can- do” culture of teamwork
* Experience of working with high profile employers

#### **Skills, knowledge & abilities**

* Excellent communication and interpersonal skills
* Ability to use IT 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**

* Completed DBS check with child barred list
* Prohibited from Teaching check
* Willingness and flexibility to travel and work between College and external sites in a cost effective and timely manner

### **Desirable Criteria**

#### **Qualifications**

* Engineering Qualification L3 or higher

#### **Experience**

* Experience of observing and reporting on the quality of teaching, learning and assessment

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

* Proven ability to create and maintain high performing teams through effective people management
* Current knowledge of key issues effecting the further education and higher education sectors

# **Benefits**

The University of Derby believes in providing choice to our people suited to their needs or life stages. Offering a number of salary sacrifice options, a generous holiday entitlement starting from 26 days plus bank holidays and 4 concessionary days and a host of family friendly policies, mean that splitting your time and finances can be easier. For those with prospective students in the household, we also offer tuition fee support to partners and children and, not forgetting you, we offer financial support for accredited learning.

Our competitive 'total reward' offering has something for everyone and looks to reward and recognise people in different ways.

Core to the package is a competitive pay structure and generous public-sector pension schemes. Our pay structure allows for stepped progression in role and is reviewed against the market and, where applicable, awarding national pay awards annually. Further financial support is offered through our generous pension contributions in support of your retirement fund with those within our Teachers’ Pension Scheme receiving an employer contribution of 28.6% of salary and those within the Local Government Pension Scheme at 23%.

Wellbeing at Derby features within our benefits options from our Employee Assistance programme through to our eyecare voucher scheme, not to mention the discounted membership for our on-site gym at our Kedleston Road campus. With our Inclusion and Wellbeing Networks, there really is support for everyone.

We also facilitate ‘Give as You Earn’ options to donate to your preferred charities straight from your pay which enhances the amount your charity receives for your donation.

At the University of Derby, we celebrate loyalty and achievements through our Staff Excellence Framework be it financially, or non-financially. We aim to foster a culture of boldness and brilliance in our people, and from a simple thank you through to a local awards ceremony, we recognise and celebrate notable achievements of our colleagues.

For more information on the benefits of working at the University of Derby go to the [Benefit pages of our website](https://www.derby.ac.uk/jobs/life-at-derby/rewards-and-benefits/).

# **Our People**

The University of Derby is committed to promoting equity, diversity and inclusion, regardless of age, disability, trans status, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.

We are Disability Confident Employers, demonstrating our commitment to disability inclusion, and invite applicants to highlight adjustments they may require to ensure equitable participation in our recruitment processes.

Further, we are committed to ensuring an environment which is trans and non-binary-inclusive for all our staff, students, partners, and visitors, and continuously review our policies, guidance and training.

When applying to join the University, you can choose your preferred title, including the gender-neutral title 'Mx'. We also ask our candidates if they would like to share their preferred pronouns. This is voluntary but demonstrates our commitment to inclusivity for trans and non-binary candidates. Once employed, you can add pronouns and preferred names onto our system.

The University of Derby undertakes anonymised shortlisting during the staff recruitment process. This means that, when shortlisting, panel members will not be able to see an applicant’s name and will see an applicant number instead. This demonstrates the practical steps we are taking to remove barriers to recruitment by minimising the possible impact of our unconscious bias.

However you identify, we actively celebrate the knowledge, experience and talents each person brings. Our students come from a wide range of backgrounds; therefore we are particularly interested to hear from applicants who will help our leaders and teams be more reflective of our student population.

For more information on equity, diversity and inclusion at the University of Derby, please visit our [website](https://www.derby.ac.uk/about/equality-and-diversity/).