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**Job Description – Curriculum Operations Leader**

**JOB TITLE**

**Curriculum Operations Leader (COL)**

**ACCOUNTABLE TO:**

**Curriculum Director**

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state-of-the-art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

‘*Enable people to recognise and develop their potential’*.

We are a people business, and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

This is an exciting time to join a high-performing department and we are seeking a proactive, dynamic and experienced practitioner to join the department management team and continue to relentlessly pursue the highest standards for our apprentices.  We are passionate about our apprenticeship provision and as such, critical to this post, the post-holder will need to have a proven track record of leadership and management within the sector, with the ability to develop and lead cross college teams introducing innovative solutions.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

***Leadership & Management***

* Act as the accountable person and a direct line manager for your curriculum area (s).
* Line manage first-line curriculum managers (i.e. CTLs / APLs).
* Be an integral part to the Curriculum Management Team, ensuring all tasks and actions are completed in a timely fashion.  This will include implementing a clear communication strategy with your team.
* Work alongside the responsible Curriculum Director to achieve the departments objectives, targets and continuous improvement plans, which align to the wider Strategic Plan of the College.
* In collaboration with the Curriculum Director, implement a clear strategy that allows for sustainable, efficient growth.
* Be accountable for curriculum planning, monitoring and evaluation of the curriculum area, to ensure achievement of targets to include, recruitment, attendance, progress and achievement rates as detailed in the KPI’s.
* Be accountable for recruiting, investing in and retaining high-quality staff
* Ensure clear targets are in place for all staff, in line with the curriculum areas KPI’s, to continue to bring about the best possible outcomes for students.
* With support from the Curriculum Director, and HR staff, administer the College performance management processes for staff in your team, to support personal and professional development and ensure the best possible student experience.
* Identify staff development needs of your team and work with the Curriculum Director to facilitate relevant CPD for the team and individuals.
* Be accountable for achieving recruitment targets are met and/or exceeded, developing and implementing a strong marketing plan.
* Support the development and delivery of commercial activity.

***Teaching Learning and Assessment***

* Develop high quality delivery models, maximising opportunities to share good practice and celebrate success.
* Be accountable for embedding the college Teaching, Learning and Assessment (TLA) strategy within your curriculum areas, supported by the Head of TLA.
* Take responsibility for ensuring high levels of student attendance across all aspects of the course / programme for all provision types in your curriculum areas and prompt completion of registers.

***Course Leadership***

* Demonstrate excellent practice within course management, exemplifying best practice for your team
* Ensure all students are enrolled on the correct course and registered on the correct qualification aim.
* Take responsibility for ensuring all student qualifications are claimed for in a timely fashion, upon successful completion.
* Audit plans of learning with the support of course leaders, ensuring action plans are developed and implemented as needed.
* Ensure measures are taken to standardise assessment practice as needed in line with awarding body requirements
* Monitor the planning and organisation of work readiness activities and the participation in them by learners to support their development and progression.
* Work with the Curriculum Director to ensure cohesive delivery plans for students are established which ensure all elements of the course/programme are included
* Monitor students tracking across courses/programmes/subjects to ensure student progress and timely achievement.

***Quality Management***

* Be accountable for maintaining standards and quality by engaging with and using the College quality systems.
* Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD)
* Ensure team meetings are held to standardise operational performance, share information and good practice, and plan and implement improvements.
* Audit course/programme/subject files to ensure they are complete and up to date and take action to remedy if necessary
* Review EV reports with the Curriculum Director and agree and implement action plans as necessary.
* Complete (with the support of CTLs/APLs where appropriate) Quality reviews and Quality Improvement Plans for courses/programmes/subjects as part of quality processes
* Contribute to course approval processes by providing subject specialist information

***Continuous Professional Development***

* Participate in staff development activities to support Continuous Professional Development and performance development to evidence personal development and impact on practice
* Actively participate in the College performance management processes to support personal and professional development and enhance learner experience

***Other***

* Work with employers and other stakeholders to support development of the curriculum areas portfolio.
* Contribute to and support the delivery of the College’s strategic plan
* Ensure equality of opportunity among all protected characteristics and Ofsted vulnerable learner groups and seek to promote diversity in all aspects of college life.
* Ensure all safeguarding policies and procedures are followed.
* Work to ensure health and safety is always maintained for all, in line with college policies.
* Any other duties connected with the post as are reasonably required from time to time.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high-quality service.
* To participate in the college’s performance management scheme, to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is always portrayed to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification – Curriculum Operations Leader**

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| Hold a Degree or have relevant industry recognised qualifications that will add significant value to the department | **✓** |  | AF / CERT |
| Hold a recognised teaching qualification | **✓** |  | AF / CERT |
| Have an MSc/MA in a related discipline |  | **✓** | AF / CERT |
| Hold or working towards a Leadership/Management related qualification | **✓** |  | AF / CERT |
| Experience |  |  |  |
| Track record of leading a successful curriculum/or programme(s) over a significant period of time | **✓** |  | AF / IV / AT |
| A strong track record of being a highly effective and well organised teacher with an ability to role model excellent practice | **✓** |  | AF / IV / AT |
| A sound understanding of business management concepts | **✓** |  | AF / IV / AT |
| Previous line management experience within the FE Sector |  | **✓** | AF / IV / AT |
| Have considerable experience in delivering high performing results |  | **✓** | AF / IV / AT |
| Have strong digital skills and be confident in utilising them to support student progress | **✓** |  | AF / IV / AT |
| Teamwork & Personal Credibility |  |  |  |
| A passion to work collaboratively as part of a high performing team | **✓** |  | AF / AT / IV |
| Demonstrate effective skills in leading management of change |  | **✓** | AF / AT / IV |
| Work collaboratively and for the good of all | **✓** |  | AF / AT / IV |
| Welcome suggestions for improving standards and offer suggest improvements | **✓** |  | AF / AT / IV |
| Act as a team player | **✓** |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters | **✓** |  | AF / AT / IV |
| Display a high standard of personal integrity | **✓** |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓** |  | AF / AT / IV |
| Communication |  |  |  |
| Be an excellent communicator with highly developed interpersonal skills | **✓** |  | AT / IV |
| Analytical & Decision Making Skills |  |  |  |
| Effective skills in problem solving | **✓** |  | AT / IV |
| Uses logic, analysis, experience and models to solve problems | **✓** |  | AT / IV |
| Organised and attentive to detail | **✓** |  | AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓** |  | AT / IV |
| Internal Customer Orientation |  |  |  |
| Have a strong desire to see students succeed and a clear understanding of the needs of students and how these may be met | **✓** |  | AT / IV |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Exemplify excellent leadership capabilities that will allow you to drive forward a high-performing team. | **✓** |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output | **✓** |  | AT / IV |
| Ability to prioritise own work, multi-task and shift priorities | **✓** |  | AT / IV |
| Proactive in taking action to achieve goals | **✓** |  | AT / IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview