**Job Description – Curriculum Team Leader**

**JOB TITLE**

Curriculum Team Leader

**ACCOUNTABLE TO:**

Curriculum Operational Leader

**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**

To be responsible for the effective and efficient management of specifically identified aspects of a Directorate to meet the business need and values of the college.

**MAIN PURPOSE OF THE ROLE**

* Leading, and motivating staff through effective line management in accordance with their contract of employment, college values, policies and procedures.
* Support the Curriculum Operations Leader in delivering against targets outlined through curriculum planning, self-assessment and college performance monitoring processes.
* To be responsible for ensuring continuous quality improvement in accordance with college values, policies and procedures.
* To undertake an agreed programme of teaching, learning, assessment and verification in accordance with the college’s conditions of service and contract of employment.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* To be responsible in liaison with Curriculum Operational Leader for the design and development of appropriate courses, across all provision types to meet employer need, economic priorities, business growth and defined strategic initiatives.
* Have management oversight of the administration for specified courses, ensuring that all relevant information and systems are updated accurately and timely in accordance with college values and policies and procedures, satisfying audit requirements where appropriate.
* To work with relevant business support leaders to oversee the recruitment of learners to meet internal and external key performance indicators.
* Provide management oversight for the promotion of college courses in order to contribute to the continuous improvement of the academic/business base of the college.
* To be responsible for leading, motivating and day to day line management of identified staff members as agreed with the relevant Curriculum Operational Leader and Director.
* Undertake performance development reviews ensuring perform their duties in accordance with their contract of employment, college values, policies and procedures.
* To be responsible in liaison with the Curriculum Operational Leader for staff timetabling in order to ensure the efficient and effective use college resources.
* Oversee and support, in liaison the Curriculum Operational Leader a culture that promotes quality improvement.
* Provide management oversight of course quality and team meetings.
* Support the Curriculum Operational Leader in the development and delivery of self-assessment and quality improvement plans.
* Be responsible for, in liaison with the Curriculum Operational Leader, the monitoring of progress against quality improvement plans, ensuring the implementation of action points to secure achievement of department and college key performance indicators.
* To identify and coordinate relevant professional development activities for course teams and direct line management reports, ensuring that staff development days/sessions are utilised to support achievement of key operational objectives and college performance indicators.
* Be responsible for the management of internal verification, external verification and examiners to meet standards set by the awarding organisations.
* To be responsible for the monitoring and assessing of learners’ attendance and progress to manage, risk, develop and deploy appropriate interventions and ensure a high-quality experience and positive outcomes for learners.
* Perform duties as set out in learner management and support policies and procedures, such as the colleges supporting positive behaviour policy. This includes conducting positive behaviour hearings and parental engagement as required, in line with college values, policies and procedures.

**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 wider college, to promote the desired culture and environment, and contribute towards the team development, assisting others as necessary during periods of peak demand.
* To participate in the college’s performance management scheme, in order 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, in order 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, in order 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 portrayed at all times 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 Team 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