

JOB DESCRIPTION

JOB TITLE: Head of Curriculum and Learning

JOB HOLDER: TBC

REPORTS TO: Head of Centre (HoC)

DATE: 18th February 2019

1. JOB PURPOSE:

To lead the delivery staff and manage day to day operations relating to curriculum and learning

2. RESPONSIBILITIES:

Main Duties and Responsibilities:

1. To manage delivery staff and learners to ensure the smooth running of the training centre by maintaining high standards.
2. Deliver training to students where required, across all levels.
3. Support with course design, IT resources enrichment and administration of qualifications, in compliance with all Develop procedures and policies and the requirements of Ofsted, awarding bodies and funders.
4. To deputise for the Head of Centre in their absence.
5. To ensure that where possible staff are embedding Equality & Diversity, Health & Safety, Safeguarding and Fundamental British Values into course content.
6. Adhere to all Develop policies & procedures, Skills Funding Agency, Ofsted and Awarding Body requirements.
7. To undertake additional projects and activities to meet the needs of the students and Develop.
8. Share best practice amongst the Norwich Team and attend all internal meetings/training as required.
9. To undertake appropriate staff development to meet the demands of the post.
10. To act at all times as an ambassador for Develop and maintain a professional approach to internal and external customers.

Quality of Teaching and Learning:

1. Support the management of all training programmes to ensure learner achievement.
2. Support the HoC in course design to ensure programmes meet local industry and awarding body needs and standards.

3. Manage programmes to ensure they are interesting and engaging to assist retention.
4. Plan and undertake student interviews with colleagues.
5. Undertake any internal or external training as may be required to maintain CPD.
6. Build an effective rapport with learners and report to colleagues any issues which may impact on learning progress.
7. Maintain a link with parents, carers and social workers, jointly with Head of Centre
8. Follow Company and local safeguarding processes ensuring appropriate staff are aware of any concerns.

Administration of qualifications:

1. Manage the student tracking processes for marking and attendance.
2. Organise and administer the standardisation of student marking across Tutors.
3. Support the management of administrative requirements of head office and funders.
4. Manage the marking of student work across programmes.
5. Support the HoC to plan appropriately for any new programme delivery as may be developed to maximise funding opportunities, through effective liaison with colleagues.
6. Undertake general administrative duties
7. Manage local IQA processes for all qualifications, liaising with appropriate support staff.
8. Maintain effective communication with colleagues via email, telephone and face to face meetings, communicating issues promptly.
9. Follow Develop general housekeeping procedures
10. Maintain own calendar and notify staff of important events.
11. Undertake any ad hoc tasks as required and be flexible in covering work of team members as and when necessary

Programme Improvement

1. Undertake centre self-assessment and quality improvement processes and propose ideas for continuous quality improvement including improved systems of administration/ observation.
2. Manage the unit led learner feedback process, devise ways of enriching programmes to continuously develop based on results.
3. Attend standardisation meetings and maintain contact with internal verifiers and Awarding Body Co-ordinator.
4. Promote inclusive learning and consistently maintain established standards of discipline within the centre.
5. Work closely with Head of Centre to ensure effective communication between all staff.

Teaching and Assessment Team Management

1. Manage Teaching and Assessment staff, sharing expertise and good practice.
2. Identify training needs for staff and organise if appropriate, manage the buddy system.
3. Mentor new teachers and those in training.
4. Lead staff quarterly reviews.
5. Chair meetings to share information and improve support for students.
6. Manage and maintain holiday calendar system.

Business Development

1. Attend networking opportunities where appropriate to raise the profile of Develop and build contacts.
2. Develop course marketing information and advertisements in liaison with Head of Centre
3. Identify potential business opportunities and communicate them to relevant staff

Organisational improvement in use of IT

1. Support the Corporate Operations Manager to review current IT usage across centres and advise on future investment from teaching and learning perspective.
2. Examine use of IT in teaching sessions and advise Tutors and management team of how this can be improved to support improvement in teaching and learning.
3. Liaise with the Corporate Operations Manager to identify effective IT support level contract for centres.
4. Analyse staff training needs across the organisation.
5. Review potential new software resources to assist Tutors and report findings.
6. Support development of internal communication systems and tools.
7. Identify and participate in pilot opportunities that seeks to promote increased usage of IT, either organisationally or through curriculum involvement.
8. Review departmental IT use and make recommendations

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

- Provider teaching staff - to act as line manager for delivery staff and mentor to unqualified tutors.
- Head of Centre - to work closely with the Head of Centre to deliver effective teaching and learning
- Employers - to work closely with employers and develop relationships with the aim of promoting our training packages as a solution to their skills shortages.

General:

- Any other duties commensurate with the post across Develop.
- Abide by Staff Behaviour Code of Conduct Policy
- To comply with Company procedures

- To keep an electronic diary constantly updated checking with line manager before making any appointments not connected to work
- To keep an accurate and up to date record of all staff training undertaken
- To attend and participate in team meetings as requested by CEO
- To respect the clients and learners needs
- To respect confidentiality of staff and learners
- To carry identification badge when on Company business
- To present oneself in a professional manner while working as a representative of Develop
- To complete the travel form as required on a monthly basis
- To participate in all inspections as required
- To maintain CPD by attending training, reading and other relevant activities
- To take every opportunity to promote Develop's services to potential customers

Data Protection:

All employees – as well as the Company – have responsibilities for Data Protection under current legislation. Heads of Centre's and Project Managers have responsibility for the type of personal information they collect and how they use it. It is every employee's responsibility to ensure that they comply with the organisations Data Protection Policy and any relevant procedures for requesting, processing or sharing personal information. No-one at any level should disclose or share personal information outside the organisation's policy and procedures, or use personal information held on others for their own purposes. Anyone disclosing personal information without the authority of the organisation may be committing a criminal offence, unless there is some other legal justification, for example under 'safeguarding' or 'whistle-blowing' legislation.

Safeguarding

All employees (and volunteers) are required to uphold the values of Develop with its promotion of being an inclusive and safe employer, both for staff and it's learners. In order to achieve this you shall commit to attend / participate in specific training to maintain and upskill your knowledge in these critical areas that will enable both yourself as an employee, and Develop to comply with its legal and moral responsibilities.

All employees must report any matters, using the correct procedures, relating to these areas to ensure we continue to drive forward the safety and wellbeing of all our staff and learners.

Health and Safety

You have a duty to take care of your own health and safety and that of others who may be affected by your actions at work.

You must co-operate with your employer and co-workers to help everyone meet their legal requirements.

You are responsible for following health and safety requirements in line with the Company policy.

Inclusion

All employees including volunteers are required to uphold and express the values of Develop during the course of their work with staff, learners and customers.

Develop is an inclusive employer promoting a positive culture for inclusion in all that we do. Fair practice should be observed at all times and you should participate in specific equality and diversity training and any other inclusion training that would up skill you for your role so that Develop complies with legal and moral responsibilities.

PERSON SPECIFICATION

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Degree in IT or Computer Science related area or a minimum of 2 years experience in relevant area	✓		AF / Cert
A recognised teaching qualification	✓		AF / Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of delivering BTEC qualifications		✓	IV / AF
Experience of managing other teaching staff		✓	
Experience of working with young people in an education setting	✓		IV / AF
SKILLS AND ABILITIES			
Able to work as a team member. Able to liaise with tutors, employers and other agencies	✓		IV / AF/AT
Commitment to working in the educational sector with students of all ages and abilities	✓		IV / AF
IT competent	✓		IV / Cert / AT
Ability to inspire students	✓		IV / AF/AT