

JOB TITLE: Curriculum Area Leader

ACCOUNTABLE TO: Associate Principal (QA & Improvement Planning) or Associate Principal (Curriculum & Progression)

JOB PURPOSE: To provide efficient, responsive and flexible leadership of the curriculum area in order to ensure the provision of the best possible learning experiences and outcomes for students, as well as to fostering a culture of continuous improvement.

KEY ACCOUNTABILITIES IN THE CURRICULUM AREA

- To work positively and collaboratively within the leadership and management structure of the college, contributing to strategic planning and operational management as required
- To ensure that there are high quality outcomes and learning experiences for all individuals and groups of students on courses within the curriculum area
- To lead a team approach to achieving inspiring, high-quality teaching and learning in the curriculum area
- To initiate and implement curriculum developments and changes in the curriculum area to ensure an appropriate offer for students
- To provide line management for all staff in the curriculum area (shared with Deputy CAL as appropriate), with overall responsibility for:
 - support, coaching and development of staff
 - performance management of staff and reviews
- In conjunction with Deputy and Assistant Curriculum Leaders, to oversee the work of course teams in the curriculum area and agreeing arrangements for overseeing effective course planning
- To monitor and review the work of the curriculum area and be accountable for the curriculum area's planning, self-assessment and development/improvement planning
- To ensure that the College processes for monitoring, reporting and supporting students' progress are effectively implemented, as well as being timely and consistent across the curriculum area

- To oversee the organisation of internal and external examinations and assessment, including arrangements for internal moderation and verification of assessed work in the curriculum area
- To be responsible for monitoring and supporting students' course level attendance, performance and progress - both individual and group elements
- To ensure the effective day to day running of the curriculum area
- To prepare estimates for staffing in the curriculum area and to have responsibility for timetabling
- To have responsibility for the budget for the curriculum area and manage the curriculum area's resources efficiently and effectively
- In liaison with marketing and admissions team, to ensure the effective promotion of courses in the curriculum area, including ensuring appropriate celebration and sharing of success and achievements
- To ensure subject focussed progression guidance, work experience and/or employability development opportunities are embedded into all courses in the curriculum area
- To ensure appropriate arrangements for gathering and using initial assessments and other student information to ensure high quality and personalised experiences for all students
- To assist with the selection, recruitment and deployment of staff as appropriate to the area
- To attend and contribute to the work of the Curriculum and Student Leadership Group
- To undertake teaching duties within the pattern of directed time existing at the time
- To take on the role of Radiation Protection Supervisor (RPS) if suitable qualified

WHOLE COLLEGE RESPONSIBILITIES

- To contribute to the making of College policies and practice and to ensure that policies and procedures are followed and implemented consistently
- To ensure effective communication and the free flow of ideas, as well as timely and accurate information to and from staff within their area
- To represent the College at external meetings or conferences as required
- To liaise externally with schools and other bodies and participate in admissions, guidance and marketing activities
- To contribute to whole College planning, self-assessment and quality improvement actions

GENERAL RESPONSIBILITIES

- To ensure the adherence to the College's policies and procedures with regard to the safeguarding of, and promotion of, the welfare of students
- To ensure the application of the College's Single Equality Scheme including valuing diversity and promoting equality
- To implement the College's Health and Safety policy and procedures within the post holders own area of responsibility
- To support, promote and operate in line with the College mission and values
- Commitment to the continuous improvement of services offered by the College
- Any other reasonable duties commensurate with the role as required

NOTES

- The above job description outlines key responsibilities. It is not exhaustive and the tasks associated with the key responsibilities can be expected to change over time.
- The post holder will be expected to undertake such other duties, within the general scope of the post, as may be required from time to time by the Principal (subject to the terms of the postholder's contract of employment)

Attribute	Criteria	Method of Assessment
Education & Qualifications		
Honours degree (or equivalent) in a related field	Essential	App Form/Int
A PGCE or equivalent qualification	Essential	App Form/Int
Experience, Knowledge & Abilities		
Extensive experience teaching and learning in the 16-19 phase	Desirable	App Form/Int
Successful innovation in teaching and learning and/or course development	Essential	App Form
Experience of leading and developing a team of staff	Essential	App Form
Experience of course/subject leadership	Essential	App Form/Int
Substantial, successful teaching experience	Essential	App Form/Int
Knowledge and experience of self- assessment and planning for improvement	Essential	Int
Successful experience of teaching at level three	Desirable	App Form
Knowledge and/or experience in a variety of provision relevant to the curriculum area	Desirable	App Form/Int
Capacity to motivate, support and inspire trust in colleagues and students	Essential	Int
Willingness and capacity to promote high expectations, as well as to confront and resolve problems using sound judgement	Essential	App Form/Int
Capacity to effectively analyse, use and present data to drive and monitor improvement work	Essential	Int
Ability to respond and communicate with others showing sensitivity, clarity and focus	Essential	Int
Ability to delegate appropriately and effectively	Essential	Int
Ability to plan and prioritise work effectively and meet deadlines	Essential	App Form
Good written and oral communication skills	Essential	App Form/Test
Interpersonal Skills & Qualities		
Empathy with post-16 students, their aspirations and the personal challenges facing them	Essential	Int
Commitment to achieving the highest standards in all aspects of students' educational experience	Essential	Int

Commitment to critical reflection, continuous improvement and excellence	Essential	Int
Flexibility and resilience	Desirable	Int
Open and approachable manner	Desirable	Int
Calmness under pressure	Desirable	Int