



City and Islington College Job Description and Person Specification

Post:	Curriculum Leader for Animal Science
Contract:	Permanent
Hours:	35
Reporting to:	Head of School
Responsible for:	Lecturers
Grade:	Spine point 42-43
Salary:	£44,897 - £46,243

Key Purpose

- This is a Management role within the Centre Curriculum Management Team, responsible for leading teaching & learning in order to implement the aims and objectives of the College Strategic Plan
- To teach, assess and administer assigned classes, groups and courses

Main Duties and Responsibilities

- To prepare, teach and assess in line with the lecturer job description up to 15 hours depending on service needs
- Report progress against target, on a regular basis to your Line Manager and advise on learner, staff, and learning activities
- To act as first line manager for designated staff, ensuring that staff are effectively managed, deployed and developed and that the College's strategic and operational targets are achieved

Leadership and Management

- To lead and evaluate teaching & learning promoting and fostering creativity and innovation across all aspects of the Centre provision to meet service needs of the organisation
- To provide evaluative feedback on learning and teaching on an on-going basis to the College staff and management
- Develop improvements in retention, success, and achievement using modern practices and technology

- To lead and manage with regard to, and in promotion of, College Health, Safety and Safeguarding requirements

Curriculum Delivery and Quality

- To lead the development and delivery of an innovative and visionary curriculum, ensuring that the curriculum portfolio is effectively managed, developed, reviewed and consistently improved
- To drive quality initiatives and ensure key performance indicators are met and consistently improved
- To identify, highlight and share good practice, locally, nationally and internationally across the organization
- To liaise with awarding bodies and other stakeholders to support effective delivery, enhance student experience and maximize outcome for learners.

Management of Staff

- To fully support staff to enable learners to be engaged in their own learning
- To contribute to the development and achievement of the College's mainstream income and commercial targets
- To identify the requirements of staff, in order to ensure a broad skill base amongst the workforce
- To work jointly with College and Centre Managers and other Curriculum Leaders to plan and prioritise staff development to support the aims of the College
- To ensure that the staff development and performance review process works effectively

Students

- To represent the curriculum perspective in planning and implementing to support the learner experience
- To manage the experience of learners to ensure equality of opportunity and enrichment of lives
- Develop innovative methods of delivery and assessment, which maximises the experience and outcomes of learners

External Liaison

- To lead staff in networking with employers, learners and communities to enhance learning and development and meet the requirements of the provision

Wider Responsibilities

- To participate in continuous professional development relevant to the role



- To participate in initiatives to safeguard our students and employees and comply with all Health and Safety requirements as laid down in the College Policy and statutory obligations
- To convene, chair and participate in the work of the Centre and College Committees, as appropriate
- To fully promote the College's Single Equality Scheme
- To fully promote and implement the College's Quality Policies and procedures
- The post holder will undertake any other reasonable duties as specified by the Management Team of the Centre. This will include participation in the Centre's duty management rota
- To undertake any other reasonable duties as specified by the appropriate Centre Director or by the Principal

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.
- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evenings and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.



Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	Qualified to Degree level with a teaching qualification	X	
	A full teaching qualification is an essential requirement, as is significant experience / industry expertise in the subject area(s)	X	
	Experience of providing excellent learning, teaching and assessment to students or training to groups	X	
	Successful course or team leadership experience involving the co-ordination of curriculum development and innovation		X
	Comprehensive understanding and experience of exam board quality processes	X	
Knowledge / Experience	An excellent knowledge of 14-19 and 19+ curriculums and of current curriculum and pedagogic developments	X	
	A commitment to the College's Equal Opportunities policy, and an understanding of the implications of the College's duty of care and support towards its students	X	
	Understanding of the structure and assessment requirements of relevant awarding bodies, and other competence based qualifications in further and higher education	X	
	An understanding of quality assurance and the procedures and processes necessary to ensure the delivery of high quality education	X	
	An understanding of different strategies for raising student achievement	X	
Skills / Abilities	The ability to provide effective curriculum leadership through inspiring and motivating students and staff	X	
	A dynamic, driven and enthusiastic approach to curriculum development, in order to build the Centre's portfolio	X	
	The ability to lead a team of staff and to provide effective line management, including staff appraisal and staff development	X	
	The ability to initiate and develop links and opportunities with external agencies and employers		X

	The ability to communicate and work effectively with staff in the Centre, across the College, and with external bodies		X
	The ability to plan strategically and to meet deadlines	X	
	Effective administration and organisational skills in the context of a wide and varied work load and the ability to use IT systems including MS Word, Excel and the internet.	X	
	The ability to work flexibly in response to the demands of a new market, to prioritise work and manage conflicting priorities	X	
	The ability to identify requirements for materials to support learning, teaching and assessment on the courses within the areas specified within this role.	X	
	Skills in communicating with and supporting tutor/ assessors.	X	

This job description reflects the situation at Sep 2019 and may be subject to reasonable change in the future

Please download a copy of the College's Teaching Standards from <http://www.candi.ac.uk/working-for-us/vacancies/application-information/>. These standards are reflected in aspects of the Person Specification and are assessed in the recruitment process.

When completing your application form and writing your supporting statement please make sure that you cover all the points in the Person Specification using each criterion as a separate heading.

Please return by post to: HR Department, 383 Holloway Road, London. N7 0RN or email to: HRHelpdesk@capitalccg.uk

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