

**Westminster Kingsway College  
Job Description and Person Specification**

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<b>Post:</b>	<b>Curriculum Manager Digital &amp; Games</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Hours:</b>	<b>35 hours per week</b>
<b>Reporting to:</b>	<b>Head School Digital, Creative Media &amp; Arts</b>
<b>Responsible for:</b>	<b>Course Team Leaders and other academic /technical staff within the curriculum area</b>
<b>Grade:</b>	<b>Leadership and Management</b>
<b>Salary:</b>	<b>£41,095 to £47,615 depending upon experience</b>

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**Key Purpose**

1. To ensure the effective development and delivery of the curriculum in the following area(s):
2. To line manage academic and, where appropriate, technical staff within the team.
3. To be responsible for quality assurance including lesson and tutorial observations, self-assessment reports and quality improvement plans
4. To support staff to be innovative in all aspects of teaching and learning and to help embed the use of e-learning.
5. To monitor performance targets (e.g. recruitment, retention and achievement targets for learners) taking action, as necessary, to address under performance.
6. To be responsible for the learner experience ensuring the highest levels of satisfaction for all learners ensuring the learner voice is heard and acted upon.
7. To be a member of the School Management Team with responsibility for the planning and delivery of activities.
8. To undertake teaching and learning activities. (an average of 15 hours a week except where agreed otherwise.)

**Main Duties and Responsibilities**

**Curriculum Management and Delivery**

1. To ensure that the delivery of teaching and learning is of the highest standard and responsive to the needs of the learners, including, in particular:
  - Establishing and maintaining high levels of professional conduct in the area of responsibility.

- Managing and being accountable for, improvements in the quality of teaching and learning and the learner experience, delivered by the area of responsibility.
  - Ensuring that the College's quality processes (including targets for the improvement in quality of teaching, learning and attainment) are embedded within the curriculum area, in order to demonstrate their impact upon teaching, learning and attainment.
  - Managing and being accountable for sustained improvements in learners' achievements within the area of responsibility and ensuring that the targets for learners' recruitment, retention and achievement are achieved.
  - Analysing course performance data and ensuring that the staff team(s) are aware of course performance against national benchmarks.
  - Managing the appropriate stages of the learner disciplinary process and conduct within the area of responsibility.
2. To teach 15 hours on a range of programmes.
  3. To co-ordinate and advise on the production of high quality course materials, including schemes of work, lesson plans, assessment schedules and learning materials.
  4. To ensure the development and implementation of new curricula, including submissions to awarding bodies.
  5. To ensure that College policies for the delivery of the curriculum, teaching and learning, including key/basic skills and work based learning are implemented fully within the curriculum area.
  6. To maximise the opportunities to exploit the use of ILT/E-Learning within the curriculum area.
  7. To ensure there is integrity within the moderation and verification of assessment processes, in order to meet national (and College) standards.
  8. To provide leadership and guidance for staff in the development of exemplar Pedagogic practice.
  9. To keep abreast of curriculum research and developments within the curriculum area.

### **Marketing and recruitment of learners**

10. To organise recruitment activities and ensure the appropriate advice and guidance is available for learners.
11. To liaise with internal and external teams/organisations as directed by the Head of School, to ensure the effective and efficient recruitment and guidance of learners.
12. To ensure staff attend promotional events and activities and contribute to the positive promotion of the curriculum area.
13. To regularly review and revise initial placement assessments, to ensure learners are appropriately placed on programmes.

### **Support for learners**

14. To ensure the implementation of the College's Tutorial Policy, induction processes, ensuring effective use of Senior and Personal Tutors and Learning Mentors.
15. To ensure the implementation of the various College policies designed to provide outstanding support and skills development for learners.
16. To provide access to diagnostic assessment processes for learners, to enable targeted support and skills development to be put in place.

17. To ensure that curriculum resources and learning materials are accessible to, and shared with, learners.
18. To organise regular progress reviews for learners, that are motivational and include target setting in order to support them achieve their potential.
19. To liaise with the ALS and Learner Support Teams to ensure that learners receive maximum benefit from the College's Learner Support Services.

### **Leadership and management**

20. To prepare course and staff timetables as required.
21. To ensure the maximum use of accommodation and staffing resources.
22. To ensure that learners and staff take pride in and responsibility for, the learning environment, including the tidiness, comfort and safety of accommodation within the remit of the School.
23. To be responsible for the management of staff within the curriculum area
24. To assist in inducting, supporting and developing staff, especially the support for part-time staff.
25. To be responsible for the booking of part-time lecturers as required and in line with college policies
26. To act as Course Team Leader for specific course areas, as appropriate.
27. To carry out lesson observations and staff appraisals.
28. To assist in the development planning and the construction of the School's course portfolio.
29. To assist in the leadership and management of the School, including the marketing, curriculum and business planning processes.

### **Resources**

30. To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role including financial human and physical resources.

### **General**

31. To implement College policies, particularly those relating to equality and diversity.
32. To implement Health and Safety and security measures in accordance with statutory and College requirements.
33. To actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them.
34. To develop effective working relationships internally and with external partners.
35. To operate at all times in line with the College's values and behaviours (see attached)
36. To undertake any other duties consistent with the key responsibilities and/or duties of the post.

### **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 evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

**All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so.** You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

**Newly appointed staff without a Level 2 English and Maths qualification will be supported with in-service training to develop their professional skills to enable them to confidently develop the English and Maths skills of their students.**

***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.

### **EDI**

We value diversity and positively welcome applications from all backgrounds. This will help ensure our workforce better reflects the diverse wider community we support. Applicants who declare a disability meeting the minimum criteria for the role will be guaranteed an interview.

### **SAFEGUARDING**

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

**Person Specification**

	<b>Essential Criteria</b>	<b>Desirable Criteria *</b>
<b>QUALIFICATIONS</b> (Educational and Vocational)	A relevant first degree and/or professional qualification in a relevant subject area.	X
	A full teaching qualification.	X
	Evidence of continuous professional development	X
<b>PREVIOUS EXPERIENCE/JOB KNOWLEDGE</b>	Experience of direct co-ordination of curriculum delivery,	X
	Experience of working with teams and/or managing staff	X
	Direct relevant experience of curriculum planning in relation to the areas covered by the post.	X
<b>SKILLS</b> (Competencies and Aptitudes)	An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the college.	X
	Well-developed communication, external liaison and networking skills.	X
	The ability to lead others through inspirational leadership which commands respect and provides an environment where others feel motivated.	X
	The ability to delegate effectively and manage the performance of others in accordance with good management practice.	X
	The ability to analyse, solve problems and implement change with a successful track record of managing and delivering change.	X
	The ability to manage budgets and meet financial targets.	X

	The ability to respond creatively to the specific teaching and learning needs of a diverse community.	X
	Excellent written skills.	X
	The ability to motivate and encourage others, inspire trust and a sense of common purpose.	X
	The ability to work effectively through teams and a critical and sensitive understanding of the roles of teaching and other staff.	X
	A strong sense of purpose and the drive to achieve agreed goals.	X
<b>OTHER FACTORS/ ADDITIONAL REQUIREMENTS</b>	Knowledge of the Further Education sector, in particular policy developments in relation to issues which will impact upon education, training and learning in an FE environment	X
	A sound understanding of every Learner Matters Agenda.	X
	A sound understanding of effective support systems to meet student needs.	X
	A strong commitment to student success.	X
	A relentless commitment to excellence and creativity.	X
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery.	X