



Westminster Kingsway College
Job Description and Person Specification

Post:	Curriculum Manager Functional Skills English and Maths
Contract:	Permanent
Hours:	35 hours per week
Reporting to:	Head of School
Location:	Kings Cross Centre
Grade:	Leadership and Management
Salary:	£41,095 - £47,615 per annum

Key Purpose

The academic and subject leadership, and the professional expertise in the curriculum and subject content, skills and knowledge.

- To lead and promote high quality learning, teaching, assessment and continuous improvement in order to impact upon the learner's experience and their levels of attainment.
- To provide curriculum and subject leadership for a designated group of courses, and the relevant course team(s).

Main Duties and Responsibilities

1. To contribute to the development, planning and implementation of new curriculum, learning and teaching initiatives both within the School and for a designated group of courses.
2. To provide curriculum and subject leadership to the course team.
3. To assist in the co-ordination of lecturers and support staff who contribute to the work of the courses, in order to ensure they are kept informed regarding all college, curriculum, learning and teaching developments.
4. To lead Course Team meetings and contribute to course and programme review meetings.
5. To participate fully in the marketing and promotional events for the designated courses.
6. To promote an aspirational culture for learners' punctuality, attendance and retention in liaison with Personal Tutors and the course team, in order to improve performance and meet College targets.
7. To make effective links with relevant outside schools to secure learner intake.
8. To take an active role in reviewing the curriculum, learning and teaching strategies and to monitor quality in order to promote continuous improvement.
9. To assist in the safeguarding of all learners and communication with stakeholders, external agencies and referrers.

10. To contribute to the general development of the curriculum and pedagogic practices within the School.

Learning and teaching duties

11. To teach 10 hours per week across a range of courses.
12. To prepare lesson planning documentation and schemes of work in order to ensure thorough preparation for the delivery of learning and teaching.
13. To assist in the admissions, enrolment and placement of new learners.
14. To co-ordinate regular assessment of learners, provide prompt feedback to them and complete progress reports.
15. To work with the course team(s), to meet course administration requirements.
16. To monitor learners' attendance, punctuality and retention in liaison with personal tutors and the course team.
17. To review course provision with the course team(s).
18. To tutor groups of learners and provide tutorial support, assisting them in their academic and personal development.
19. To contribute towards embedding the College's quality processes and procedures, through leading the course team(s).
20. To liaise with cross College staff and other course teams.
21. To assist with the marketing and publicity of courses.
22. To take part in college open days, exhibitions and parents' evenings.

General duties

23. Promotes all College policies, particularly those which refer to equality of opportunity. Maintain standards of student behaviour and Safeguarding young people and vulnerable adults.
24. To implement Health and Safety and Security procedures in accordance with statutory and College requirements.
25. To actively participate in continuous professional development.
26. To work with the School Management Team to ensure appropriate arrangements for class cover are in place.
27. To undertake any other duties consistent with the key objectives and/or main 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

	Criteria	Essential	Desirable
Qualifications / Professional Development	A recognised teaching qualification or willingness to work towards one.	X	
	A relevant degree or equivalent.	X	
	Relevant Assessors awards or willingness to take them.	X	
	Understanding of and commitment to the equal opportunities policies of the College.	X	
Knowledge / Experience	Substantial teaching experience some of which should be in Further Education.	X	
	Curriculum leadership/co-ordination experience.	X	
	Experience of leading a team/tutoring experience.	X	
	Using IT within the curriculum.	X	
	Up-to-date knowledge of the relevant subject area.	X	
	Awareness and understanding of Pedagogy.	X	
	Knowledge of and ability to implement the criteria of the awarding bodies.	X	
Skills / Abilities	The ability to enthuse and inspire learners.	X	
	Good Pedagogic practice.	X	
	Good written skills.	X	
	Good oral/interpersonal skills.	X	
	Good organisational skills.	X	
	IT skills.	X	
	Self-motivation.	X	
	Commitment to learners and learner achievement.	X	
Safeguarding young people and vulnerable adult	A strong understanding of and commitment to safeguarding young people and vulnerable adults. • motivation to work with children/young people/Vulnerable adults • ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults • emotional resilience in working with challenging behaviours • attitudes to use of authority and maintaining discipline.	X	