



City and Islington College
Centre for Business, Arts and Technology
Job Description and Person Specification

POST:	Curriculum Leader in School of Enterprise
CONTRACT:	Permanent
HOURS:	35
REPORTING TO:	Head of School for School of Enterprise
RESPONSIBLE FOR:	Academic teaching staff, support workers, technical staff, and administrators within the curriculum area.
GRADE:	Leadership and Management
SALARY:	£43,589 - £47,615 per annum

KEY PURPOSE

- To ensure the effective development and delivery of the Business curriculum within the School of Enterprise
- To line manage academic staff fostering creativity and innovation, to support the team to continually develop the curriculum area and to ensure that all policies and procedures are adhered to as set down by the College Group.
- To line manage other non-academic staff within the team ensuring that all policies and procedures are adhered to as set down by the College Group.
- Ensure effective and high quality standards through the control and continuous improvement of all aspects of the work and responsibilities attached to this post, that includes lesson and tutorial observations, standardisation and moderation, self-assessment reports and quality improvement plans
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- To monitor performance targets (e.g. recruitment, attendance, retention and achievement targets for learners) taking action, as necessary, to address under performance to meet the Group College's strategic and operational targets.
- 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
- Undertake teaching and learning activities. (an average of 15 hours a week except where agreed otherwise)

Main Duties and Responsibilities

Curriculum Management and Delivery

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 School.

- Managing and being accountable for improvements in the quality of teaching and learning and the learner experience.
- To develop and maintain current and effective working relationships internally and with the School's external employers involved in the Business Project Assessments.
- Ensuring that the College's quality processes (including targets for the improvement in quality of teaching, learning and attainment) are embedded and acted upon.
- To implement measures that demonstrate the impact of the quality process and where necessary action plans to rectify and sustain improvements.
- Analysing course performance data and ensuring that the staff team are aware of Student, Course and School performance against national averages.
- Together with other designated staff to manage the appropriate stages of the learner disciplinary process and conduct.
- To co-ordinate and advise on the production of high quality course materials, including schemes of work, lesson plans, assessment schedules and learning materials.
- To keep up to date with developments in the Business sector promoting the design, development and implementation of new curricula, meeting all quality processes, including timely submission to internal and external bodies to meet verification processes.
- To teach on a range of Business courses up to 15 hours per week
- 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:

- Ensure that the College policy for equality and diversity of opportunity is adhered to and promoted in all aspects of the post holder's work.
- Undertake responsibilities for safeguarding and protecting the welfare of children and vulnerable adults
- To comply with and promote the organisation's Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary
- Be committed to professional self-development, through participation in in-service training as necessary for the successful carrying out of this post.
- Undertake such other duties as are commensurate with the grade of the post, as may be reasonably required at the initial place of work or at other locations within the College Group.

PERSON SPECIFICATION:

- *Someone who demonstrates behaviour that is empathetic, supportive and who is consistent with an open, inclusive and participative style.*
- *A good communicator with the ability to perform excellent pastoral student care*
- *A good understanding of technological platforms used as teaching tool, and administration duties.*
- *Is proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development.*
- *Who can be flexible and undertake such other duties that may reasonably allocated by the line manager.*

Qualifications and Experience:

Essential	<ul style="list-style-type: none">• Teaching Qualification, Business Qualification and/or Industry Experience• Knowledge and experience of the Business Sector and its markets• Good and above records for attendance, attainment and achievement
Desirable	<ul style="list-style-type: none">• Maths and English at level 2• First Line Management Qualification or the willingness to achieve

SPECIAL CONDITIONS:

- The post holder may need to travel from time to time to other College centres and external venues.
- 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.
- This post is subject to an enhanced Disclosure & Barring Service (DBS) disclosure

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.