

Our mission is: 'Inclusion, realising potential, transforming lives'

JOB DESCRIPTION

Job Title:	Curriculum Manager – English & Accredited ESOL
Responsible to:	Director of Quality & Curriculum – EPYP
Accountable to:	Principal/Chief Executive
Key relationships:	Director – Teaching, Learning & Professional Development Director of Quality & Curriculum – STEM & Apprenticeships Director - Quality & Curriculum – Adults & HE Curriculum Managers Business Development Manager

Job purpose

To be responsible for the leadership and management of one (or more) curriculum areas; ensuring outstanding teaching, learning, assessment and student success are achieved whilst maximising student recruitment and growth. All duties to be carried out with full compliance to College systems and procedures.

Key responsibilities

Leadership

- Deliver outstanding achievement rates and growth.
- Provide leadership within the curriculum area, developing, implementing and monitoring operational and improvement plans in line with College objectives.
- Ensure high quality teaching, learning and assessment in the curriculum area.
- Drive, review, and apply the college's English strategy to ensure literacy skills are central to all modes of delivery.

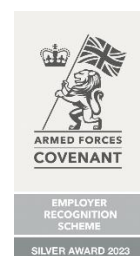
- Assist the Director of Quality & Curriculum in mapping the external environment and curriculum development and planning.
- Ensure a culture within the curriculum area in line with the College's values, behaviours and professional standards.
- Ensure curriculum area self-assessment is timely and impactful and action plans are developed, implemented and monitored.
- Manage change within the curriculum area in an open and professional manner.
- Ensure the good reputation of the curriculum area, representing the College when required, at both internal and external events.
- Supported by the Director of Quality & Curriculum and working in conjunction with other Curriculum Managers, lead on the development of an innovative, digital, flexible and employer responsive adult offer, including delivering staff training and coordinating a team of digital course writers.
- Actively promote equality of opportunity and diversity within the area.

Curriculum

- Ensure that all targets for recruitment, retention, pass rates, achievement, value added, progression and student satisfaction are achieved or exceeded.
- Manage the process and operation of curriculum self-assessment and quality improvement planning.
- Undertake rigorous reviews of teaching, learning and assessment including learning walks and assessment audits, ensuring the drive for continuous improvement.
- Plan and manage a responsive curriculum in line with College plans which meets both students' and employers' expectations and needs.
- Foster a culture of innovation within the curriculum area, leading on the use of new technologies to support teaching, learning and assessment, and to support the development of new delivery models ensuring provision is cost-effective and current.
- Provide and use data in a timely manner to make effective interventions.
- Ensure effective management of the core business processes; timetabling, rooming, staff utilisation, etc.
- Cultivate strong relationships with local employers and professional bodies, working in conjunction with the College's Business Development Team, to identify employer education and training needs and develop a bespoke curriculum offer in response.

Performance Management

- Ensure each teacher upholds the College values, behaviours and professional standards.
- Agree individual targets aligned with team and overall college key performance indicators (KPIs) through effective performance management review (PMR).
- Agree team targets through self-assessment, aligned with the College's overall KPIs, monitor progress against them and evaluate their impact.
- Manage teacher performance and the quality of teaching, learning and assessment, staff deployment, achievement of performance management targets, engagement in professional learning, student achievement and progression and student care.



Student Experience

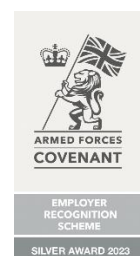
- Place student achievement rates at the heart of the curriculum area's work.
- Ensure the recruitment, conduct and progress of all students in the area is in line with College policies and procedures.
- Actively monitor and solve student issues, involving students and staff in improving their College experience.
- Ensure all programmes provide excellent enhancement opportunities and lead to strong progression to either employment, further or higher education.
- Plan and deliver a forward-thinking curriculum that is flexible, works to remove barriers to learning, helps to raise access and participation, and meets the needs of adult learners leading to strong outcomes.
- Deliver effective, efficient and professional open evenings, IAG, parents' evenings and liaison with parents, employers etc.
- Drive attendance and retention improvements across the provision.

Resources

- Comply with the College's financial regulations and procedures.
- Take responsibility for efficient budget and resource management within the curriculum area.
- Meet enrolment and income targets in line with College expectations.
- Ensure the College environment is a safe and secure environment in which to study and work, paying full attention to safeguarding, Prevent and health and safety requirements.
- Ensure that activities are cost effective.

Teaching, Learning & Assessment

- Role model exemplary practice in teaching, learning and assessment
- Lecture, conduct seminars or use other teaching methods as designed or selected as the appropriate learning mode to motivate and inspire students to achieve.
- Plan and deliver effective teaching and learning programmes and write schemes of work and lesson plans in line with the College standards.
- Promote the benefits of technology and support students in its use.
- Supervise practical activities, workshops and work placements as appropriate.
- Design and moderate assignments and marking schemes and ensure the provision of constructive and timely feedback verbally and on marked work to support progression and achievement.
- Ensure moderation, standardisation and IV activities are undertaken in compliance with college and awarding body requirements.
- Maintain accurate tracking of student achievement in ProMonitor Markbook.
- Ensure appropriate classroom standards and resources to support teaching and learning.

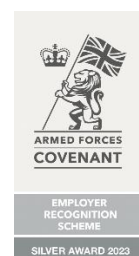


Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Managers

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- To contribute to and promote the achievement of the College's Mission, Values and British Values.
- Participate in performance management review and take responsibility for the completion of agreed objectives.
- Participate in relevant professional development, ensuring others do the same.
- Ensure all staff and students comply with the Health and Safety at Work Act 1974.
- Ensure that all staff and students comply with the College's Equality & Diversity Policy.
- Be aware of and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- Hold team meetings and disseminate College briefings, feeding back staff comments as appropriate.
- Accept responsibility for safeguarding, promoting the welfare of children and vulnerable adults and Prevent.



- Undertake any other duties commensurate with the grading of the post.

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our College values are:

We put our learners and customers first - Prioritising learners and their learning and progress, realising their potential, delighting our customers

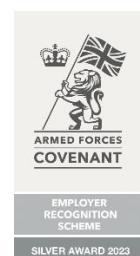
We recognise that people are our greatest asset - Retain and recruit the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity

We pursue excellence in all we do - A passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

We operate sustainably, ethically and responsibly – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- Appropriate academic qualifications for the work and nature of the curriculum area which should include a combination of honours degree or equivalent professional qualification.
- Teaching qualification.

Experience and knowledge

- A proven track record of success in teaching, learning and assessment and/or curriculum leadership.
- FE /Apprenticeships knowledge: funding frameworks, curriculum & sector developments and government policies and priorities.
- Background of teaching in English on recognised GCSE and/or Functional Skills courses

Skills and abilities

- Demonstrates excellent professional practice in line with the professional standards.
- Demonstrates a consistent and strong bias to action and taking accountability for delivery of results.
- Ability to drive the cross-college English strategy and reflect on continuous performance improvements.
- Ability to lead, manage and motivate others with drive, energy and determination to deliver outstanding performance.
- Relentless focus on students, making sure they are our first priority and achieve their full potential.
- Well-organised.
- Demonstrates strong ability to analyse and understand data and information.
- Uses good judgement to make insightful decisions.
- Strong skills in leading innovation and continuous improvement.
- Manages change and challenges with confidence & impact.
- Strong written and oral communication skills, including the ability to present issues clearly and concisely to a wide variety of audiences.
- Strong digital skills.

Updated November 2025

