



## **JOB DESCRIPTION**

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|---------------------------------|-----------------------------------------------------------------|
| <b>JOB TITLE:</b>               | <b>Curriculum Leader</b>                                        |
| <b>Grade:</b>                   | <b>MS 2-7</b>                                                   |
| <b>Responsible to:</b>          | <b>Head of Area</b>                                             |
| <b>Responsible for:</b>         | <b>All staff within the curriculum area managed</b>             |
| <b>Teaching/ Contact hours:</b> | <b>480 over 38 weeks (can include teaching and development)</b> |

### **Purpose of the job:**

*To support the Head of Area by managing the provision within a curriculum area, including all related courses.*

*To lead on curriculum and course development within a curriculum area.*

*To ensure all quality assurance procedures and systems are effectively implemented within the area of responsibility.*

*To assist in the successful management of delegated resources including staffing, non-pay budgets and accommodation.*

*To achieve annual targets for learner numbers, income, expenditure and success rates.*

*Comply with all College policies and procedures and maintain compliance within the curriculum area of responsibility.*

*In pursuance of Bolton College's Mission and Values, assist in achieving the strategic objectives and outcomes of the College.*

## **MAIN RESPONSIBILITIES AND DUTIES:**

### **Planning**

1. Assist the Head of Area in the development of strategic curriculum planning for the department including the setting and achievement of curriculum area targets and key objectives.
2. To set and maintain excellent standards for the teaching, learning, assessment and monitoring of learning within your team.
3. To lead on the development and delivery of new activity in line with strategic priorities including the increase in the commercial activity of the curriculum area and the development of new income generation provision.
4. To ensure that course design and delivery comply with the quality standards and regulations of the College.
5. To positively contribute to the College's marketing strategy, including taking part in publicity and public relations exercises including liaison with schools, employers and other stakeholders and to manage the production of copy to marketing deadlines.
6. To be responsible for the commercialisation of the area for example, development of a strategy to increase commercial activity through the college training restaurant or external events in line with college targets.
7. To participate in relevant local and national curriculum related competitions and events.

### **Quality assurance and performance management**

8. To ensure that Quality Assurance procedures and systems including course reviews, action plans, internal and external verification procedures and validation procedures are effectively implemented within the area of responsibility.
9. To ensure that learner voice activities including surveys and forums are fully embedded and actioned across the curriculum area.
10. Comply with the College's budget delegation principles and effectively manage delegated resources including staffing utilisation, budgets, class sizes and accommodation.
11. Support the management of the enrolment and registration of students to the area, ensuring all learner information is accurate and timely.
12. Working with the Head of Area to effectively lead curriculum teams through the implementation of a set of compliance procedures approved by SMT.
13. Actively manage the administration of the College expectations and processes for the accreditation of prior learning for learners within the curriculum area.
14. Ensure that all provision (including English/Maths/Functional skills/tutorials and enrichment) is effectively delivered within the curriculum area in line with College policy and expectation.

15. Effectively implement and manage the course review procedure within the curriculum area to support self-assessment, assist the Head of Area in the production of a self-assessment report and subsequent development plan to ensure continuous quality improvement.
16. Manage curriculum development and programme planning in line with College and regional objectives.
17. To lead on the effective timetabling of staff, courses and rooms in order to create efficiency of delivery of the curriculum offered within the curriculum area.
18. To liaise with validating bodies, external verifiers and moderators to ensure the highest standards are maintained in the area of responsibility.
19. To assist the Head of Area in the recruitment, selection and induction of staff.
20. To assist the Head of Area in the completion of staff appraisals and in the setting of meaningful developmental targets including observation grades and classroom management objectives.
21. Have a positive commitment to inclusive learning and development of appropriate progression pathways for learners.
22. To supervise student projects, field trips and where appropriate work placements.
23. Prepare reports and attend meetings as appropriate for College committees and other internal and external meetings.
24. Promote and ensure that highly effective staff development and CPD is delivered across the curriculum area in line with College and area priorities.
25. To support the Head of Area in the completion of risk assessments and reducing hazards (depending on area of work and level of training received) within the curriculum area managed.
26. To line manage, on a day to day basis staffing issues within the area of responsibility.
27. To ensure all cash handling within the area follows the college's Financial Regulation policy.
28. To assist the Head of Area in the achievement of student recruitment targets for the area across all funding streams.

**In carrying out his/her duties the appointee must:**

29. Be a good teacher and role model to the teaching team
30. To engage in continuous professional development.
31. To understand and apply the principles of equality of opportunity in an academic context.
32. Have a positive commitment to inclusive learning.
33. Undertake appropriate training and staff development as requested by SMT.
34. Be able to commute effectively between all College sites.

35. Remain current by keeping abreast of up to date curriculum understanding and course options through various internal and external arrangements and processes.
36. Must be prepared to work some evenings and weekends.
37. To be fully aware of and comply and promote the Colleges Equality Scheme and all other policies, including Financial Regulations.
38. In carrying out their duties the appointee must comply with Health and Safety Regulations and their responsibilities within the Health and Safety Policy and be aware of the College statement on Health and Safety.
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40. To work in accordance with the Data Protection Act and to ensure that all data protection concerns are reported to the College Data Protection Controller.
41. The post holder will be expected to work flexibly and efficiently, to maintain the highest professional standards and to promote and implement the policies of the Corporation.
42. Maintain knowledge of, and implement, College policies.
43. Promote and market the College positively and professionally at all times through formal and informal locations.
44. Bolton College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
45. To ensure commitment to customer care at all times.
46. The post holder will demonstrate a clear understanding and commitment to the College values and ethos identified within the Strategic framework.
47. Promote and respond to training requirements for renewables and Green technologies

### **Place of Work**

The principle place of work for this post will be the Corporation's premises at the Deane Road Campus. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which it may from time to time provide services or at other locations, mainly in the Bolton area when required e.g. schools to promote the course. As part of their duties, the post holder may be required to travel either within the United Kingdom or outside of it. Such travel may include attendance at conferences or seminars for the purposes of maintaining and updating their professional skills and the supervision of students on visits and work placements.

### **Working Hours**

The post holder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities with a minimum of 37 hours per week including on an annual basis 480 contact hours. It is essential that these hours are based delivering provision and are not subject to various forms of remission. The post holder may from time to time be required to work on a Saturday or Sunday, in which case time off in lieu

will be given during the normal working week. The post will require some evening work to support student performance and may require Saturday working.

### **Probationary Period**

If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require.

### **Appraisal**

The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.

In the interests of health and safety, smoking is not permitted in Bolton College.