

## JOB DESCRIPTION

Post:	Curriculum Manager
Scale:	Scale 8
Responsible to:	Assistant Principal - Education
Direct reports:	Designated permanent tutors, all Agency teaching staff, Learning Support co-ordinator, Welfare & Engagement co-ordinator, Enrichment Officers

### Key purpose of the role:

- To continually develop, plan and manage an efficient and effective college curriculum and learner enrichment offer so it is responsive to learner needs and regional funding priorities
- To manage and support teaching, welfare/behaviour and learning support to ensure excellent outcomes for learners
- To act as a member of the college's wider management team

### Role outline – Main Responsibilities:

- Undertake a set amount of teaching, modelling outstanding practice.
- Recruit, induct and line manage the work of agency tutors, welfare/behaviour and learning support staff
- To act as Ofsted Skills Nominee
- Monitor, report on and ensure delivery of education KPIs across programme areas
- To timetable the annual college curriculum offer and proactively manage day to day timetabling and delivery of the college curriculum, including agency tutor recruitment and deployment
- To manage and timetable tutor and learning support utilisation
- To lead, arrange and monitor learner enrichment activities in line with the curriculum offer
- Lead tailored learning and adult skills programme areas and courses
- With the Quality Manager, collaboratively build and manage an education team able to collaborate effectively with colleagues across the college on all aspects of the learner journey work and to work effectively across the full range of our provision
- To be responsible for relevant curriculum budgets, ensuring value for money and efficient spend.
- Implement stakeholder engagement within the curriculum, collaborating with team members where relevant.
- Cover for the Quality Manager as required
- Actively engage as a member of the management team, contributing to meetings and coordinating the management of staff to deliver agreed operational objectives.
- As a member of the management team, act as operational lead for the college and lead day to day operational activities when rota'd (including weekend).
- Act as a member of the colleges Safeguarding Team

### Generic for level:

- Act as an advocate for adult learning in general and Fircroft students in particular, with a visible online presence.
- Ensure that Fircroft College learns from external best practice and up to date policy within area and that where appropriate this is implemented through our people, practices and processes.
- Ensure that full use is made of the residential experience and the grounds in terms of our core offer and additional activities.

- Actively participate in performance management of self and line management reports.
- Support the budgeting and monitoring of income and expenditure in this area
- Promote Fircroft College's commitment to Equality, Diversity and Inclusion and ensuring that appropriate impact assessments are in place where appropriate.
- Have a duty of care to yourself and others regarding Health and Safety issues and ensure the colleges Health and Safety Policies and procedures are implemented.
- Actively promote the College's Safeguarding and Prevent policies and be aware of own responsibilities to report concerns.
- Actively seek out and attend training and development opportunities and keep up with changes to law and legislation affecting your role and the College.
- To identify and manage risks associated with areas of control.
- Comply with and actively promote College policies and procedures.
- Cover for other members of the Management Team when required.

#### **Competencies and behaviours:**

- **Inspires** and leads others to achieve results.
- Demonstrates and promotes the values of Fircroft College
- Clearly articulates the Fircroft College mission and commitment to **transformative** education both internally and externally.
- Anticipates, understands and responds to stakeholder needs.
- Student and Customer focussed.
- Gathers and analyses data to make sound decisions.
- Plans and organises work, including managing budgets.
- Works **collaboratively** with internal and external stakeholders.
- Encourages and **supports** organisation and individual learning to achieve continual improvement.
- Commits to own personal continuous **development**.
- Creative and innovative.
- Flexible and responsive to change.
- Communicates effectively and uses appropriate communication channels, keeping others informed.
- Promotes and creates culture of **inclusion** demonstrated through courtesy and respect for difference.
- Thinks strategically to enable effective delivery College objectives.
- Empowers colleagues to achieve.

This Job Description is current at the date shown below, and is a guide to the work you will be required to undertake, you may be expected to undertake any duty commensurate to the level of your role.

April 2025

#### **CONDITIONS OF SERVICE**

The appointment is subject to the Conditions of Service for Teaching Staff.

#### **SALARY**

The salary range for this post is from Point 37 to Point 40 of the Fircroft salary scale (currently £42,370 - £46,299 per annum).

### **HOURS OF WORK**

The hours of work will be based on 37.5 hours per week, 52 weeks per annum.

### **ANNUAL LEAVE**

The post carries 37 annual leave days per annum, plus eight public bank holidays. 6 of these annual leave days must be taken during our shutdown period over Christmas.

### **PENSION SCHEME**

The College operates the Teacher's Pension Scheme. For more information please contact our Finance team.

### **PROBATIONARY PERIOD**

All newly appointed teaching staff have to serve a 9 month probationary period.

### **LOCATION**

The successful applicant will be based at Fircroft College in Selly Oak.

### **MEDICAL**

The successful applicant will be required to satisfy the Medical Officer as to his/her fitness to carry out the duties of the post.

### **RECRUITMENT OF EX-OFFENDERS**

The College is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

As an organisation we use the Disclosure & Barring Service (DBS) to assess the suitability of all prospective appointments. We undertake not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.

Applicants/employees are required to declare any pending criminal prosecutions they may have as well as any spent criminal convictions, cautions, reprimands and final warnings as defined under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The only exception to this requirement is that applicants/employees do not need to disclose any 'protected' cautions, or convictions as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013.

**Having a criminal record will not necessarily bar you from working with us.** This will depend on the nature of the position and the circumstances and background of any offences.

### **DISCLOSURE & BARRING CHECK**

A Disclosure & Barring Service check will be sought for the successful applicant.

### **SAFEGUARDING**

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.

All newly appointed staff will be required to undertake safeguarding training following their appointment.

### **TRAINING**

Undertake any appropriate training and development as required, including Health and Safety.

### **SMOKING POLICY**

For health and safety reasons, Fircroft College has designated smoking shelters and smoking is not permitted in any area other than these.

### **APPLICANTS WITH DISABILITIES**

Candidates with a disability should contact the HR Department before interview if they require any adjustments to be made for the interview and/or selection tests.

#### **Person Specification**

<b>Qualifications, Attainments or Experience</b>	<b>Essential or Desirable</b>	<b>How this will be assessed</b>
Leadership and management qualification at Level 4 or equivalent experience	Essential	Application
Appropriate degree or relevant professional qualification or equivalent industry experience	Essential	Application
A recognised teaching qualification at Level 4 or above	Essential	Application
Success developing, timetabling and managing innovative educational provision within education	Essential	Application and interview
Success managing people in line with objectives and KPIs including teaching and support staff	Essential	Application and interview
Experience with Ofsted and inspection	Desirable	Application and interview
Experience of leading enrichment provisions	Desirable	Application and interview
Experience of responding to regional skills needs and priorities	Essential	Application and Interview
Commitment to Adult Learning with a social purpose	Essential	Interview

<b>Knowledge / Skills / Competencies</b>	<b>Essential or Desirable</b>	<b>How this will be assessed</b>
Specialist subject knowledge to contribute to Fircroft's subject areas	Essential	Application
Ability to model Outstanding teaching, learning and assessment	Essential	Interview

Ability to manage a budget and resources, and operate within funding rules	Desirable	Application
Excellent interpersonal and communication skills at every level from students to management team	Essential	Interview
Proven commitment to reflect on and development own professional practice	Essential	Application
Ability to work across an organisation as one of its wider management team leaders	Essential	Interview
An awareness and commitment to Safeguarding and prevent	Essential	Application Form / Interview
An awareness and commitment to Equality and Diversity	Essential	Application Form / Interview
A sound knowledge of the OFSTED framework and its applications.	Desirable	Interview
Knowledgeable in the application of employer engagement in the planning and delivery of curriculum content	Essential	Application/Interview