

Post: Curriculum Manager

Responsible To: Depute Principal and Director of Academic Development

JOB DESCRIPTION

Purpose of Job

To provide clear and effective operational management of curriculum and associated resources in order to meet College priorities and strategic objectives. To line manage the Learning and Teaching Team. To lead and manage quality assurance and enhancement of the curriculum, learning and teaching to ensure an excellent student experience. To be responsible for the implementation of academic policies and procedures. To lead operational curriculum planning and performance monitoring and generate regular reports on performance. To contribute to College committees, represent the College externally and work as an effective member of the wider College Management Team.

Main Tasks and Responsibilities

1. To provide effective leadership and management of the Learning and Teaching Team and be responsible for Personal Development and appraisal of staff.
2. To ensure the development and delivery of innovative and effective learning, teaching and assessment approaches that support an excellent student experience and consistently high student outcomes.
3. To oversee, monitor and implement College quality arrangements with regard to the curriculum, learning and teaching.
4. To monitor recruitment, retention, attainment and progression for students across all programmes and take actions for continuous improvement.
5. To lead operational curriculum planning, including planning student recruitment numbers, staff timetables and the deployment of staff.
6. To oversee student enrolment and induction and work closely with Support for Learning staff to ensure appropriate guidance and student support is provided.
7. To liaise with validating bodies, examining bodies, assessors, employers and other external agencies, as required.

8. To assist in the preparation of course marketing and promotional /publicity material and attend college Marketing meetings.
9. To participate in open days, recruitment and promotional activities as required.
10. To contribute to the production of annual quality reports and plans for external agencies.
11. To oversee and ensure health and safety requirements with regard to the curriculum are maintained and monitored effectively.
12. To collaborate with other College staff to fulfil corporate aims.
13. To liaise with other College staff in relation to student admission procedures and oversee admissions for all courses.
14. To represent the College internally and externally, as required.
15. To liaise with other College staff in relation to student absence and welfare and take actions as appropriate.
16. To proactively predict, prevent and/or resolve problems arising within a strong, student-focused culture.
17. To prepare written reports as required by the senior management team.
18. To undertake staff development as agreed with the Depute Principal and Director of Academic Development.
19. To implement the College's Safeguarding policy and procedures.

Key Accountabilities

1. Be accountable for the key performance indicators of student retention, satisfaction and successful completion.
2. Be responsible for the improvement of key performance indicators through systematic monitoring and analysis of relevant data.
3. With the wider College Management Team, meet agreed targets for student recruitment.
4. Be responsible for monitoring and delivery of agreed budget and financial targets.

General Responsibilities

1. Contribute to the strategic and operational management of the College as part of the College Management Team.
2. Undertake other duties and activities commensurate with the role and as directed by the Depute Principal and Director of Academic Development.
3. Actively promote and encourage equality and diversity in all aspects of College work.
4. Abide by and uphold all relevant legislative requirements, including data protection and employment law, and respect the confidentiality of staff and students at all times.
5. Participate in and/or chair relevant College committees and team meetings.
6. Uphold the College values.

CONTACTS

- Senior management and staff in the college
- External agencies and Awarding Bodies
- Peers in other further and higher education institutions
- Local and national partner agencies
- Students

PERSON SPECIFICATION

Education and Qualifications	
Essential <ul style="list-style-type: none"> • Educated to degree level • TQFE qualification or equivalent 	Desirable <ul style="list-style-type: none"> • Post graduate qualification
Experience and Knowledge	
Essential <ul style="list-style-type: none"> • Experience of curriculum development and planning. • Knowledge of the FE/HE sectors in Scotland including policy, funding methodologies and qualification frameworks. • Experience of successful delivery and improvement of the student experience. 	Desirable <ul style="list-style-type: none"> • Experience of managing a curriculum area(s) • Experience of managing budgets • Experience of dealing with relevant external agencies

Job Description Curricular Manager

<ul style="list-style-type: none"> • Experience of working with adult learners in college or university 	
<p>Skills and Ability</p>	
<p>Essential</p> <ul style="list-style-type: none"> • Proven ability to develop positive working relationships and to manage, motivate and lead staff. • Strong data analytics and problem-solving skills. • Proven track record of addressing and resolving under performance. • Strong organisational and time management skills. • Good communication skills both written and verbal. 	<p>Desirable</p> <ul style="list-style-type: none"> • Valid driving licence