Newham London

JOB DESCRIPTION

# Head of Curriculum & Quality

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| **Grade:** | **SMR A** | **Date:** | **October 2026** |
| **Post No.** | **10029864** | **Evaluation No.** | **LBN 933** |
| **Directorate:** | **Inclusive Housing and Economy / Our Newham – Learning & Skills** | | |
| **Reports to:** | **Head of Service, Our Newham – Learning & Skills** | | |

| Budget Responsibility | No. of Direct Reports |
|---|---|
| **£1.5m** | **4** |

## Overall Purpose of this Role

To provide strategic leadership to all curriculum areas and the quality team, leading subject experts and helping them apply their expertise to curriculum design and delivery.

To lead the innovation, growth and development of the curriculum offer in line with the Our Newham – Learning & Skills Curriculum Strategy, so that the service becomes a leading provider of lifelong learning in London and beyond.

To raise standards of teaching, learning and assessment, leading on quality enhancement and self-assessment and ensuring the service is fully prepared for Ofsted inspection.

You will deputise for the Head of Service, leading on strategic matters and driving forward the Council's agenda, and as a visible member of the SMT you will help to maintain and evolve the service's vision and values.

You will be the most senior figure in the curriculum team, with strong educational credentials, forming strong relationships with partners and stakeholders to build the service's external presence, influence and credibility.

## Key Responsibilities

Key responsibilities below are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

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| 1 | **Curriculum strategy, innovation and growth**<br>Develop an innovative curriculum that increases the service's market share and its contribution to the sustainability agenda, informed by market trends, learner feedback, |

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| | developments in education, the needs of local and wider communities, and Government and Mayor of London priorities for adult education, further education and 19+ study programmes.<br>Align growth and innovation with Newham Council and Greater London Authority priorities, particularly Digital, Health and Care, Creative Industries and Green, with the aspiration of growing higher level courses and apprenticeships.<br>Maintain close scrutiny of competitor provision and the wider marketplace, identifying and responding effectively to emerging opportunities and threats. |
| 2 | **Learner progression, enrichment and learner voice**<br>Oversee the design of clear progression routes for learners into higher level provision, employment and apprenticeships.<br>Create outstanding enrichment opportunities that significantly enhance the learner experience.<br>Ensure learners are at the heart of everything the service does, using the learner voice to shape the curriculum and ensuring complaints are investigated, responded to and acted on in line with Council policies and procedures. |
| 3 | **Funding, income and financial management**<br>Identify and pursue external funding, writing bids and proposals and developing the curriculum through collaborations and new funding streams beyond the Adult Education Budget. |
| 4 | **Quality, self-assessment and Ofsted readiness**<br>Lead the service's self-assessment process, including curriculum self-assessment reports, the Service Self-Assessment Report and Quality Improvement Plans, ensuring they lead to enhancement and an outstanding learner experience.<br>Ensure the service is fully prepared for any Ofsted activity and act as the Ofsted nominee.<br>Ensure all curriculum areas achieve annual targets, improving attendance, retention and achievement rates. |
| 5 | **Teaching, learning and assessment**<br>Lead the monitoring, evaluation and development of teacher performance through learning walks, classroom visits, audits and scrutiny.<br>Lead innovation in delivery, including digital technology supported learning, so that teaching, learning and assessment lead to an outstanding learner experience.<br>Support the Quality Assurance Manager to ensure examination and external accreditation processes are rigorous and robust. |
| 6 | **Compliance, policy and safeguarding**<br>Act as the service's Designated Safeguarding Officer, ensuring compliance with Council safeguarding, Prevent and health and safety procedures so that the service is a safe environment for staff, learners and visitors.<br>Oversee policies and procedures relating to learners, quality, curriculum and the delivery of adult education.<br>Work with Business Support teams to ensure legal compliance (including data protection), funding and accreditation rules, and accurate curriculum data, particularly in securing and growing funding. |
| 7 | **Partnerships, governance and external presence**<br>Represent the service positively to stakeholders across Newham Council and externally, providing thought leadership and expertise on all curriculum matters.<br>Develop and embed partnerships and networks across Newham, London and beyond that benefit the service and its learners. |

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| | Work closely with the Our Newham – Learning & Skills Advisory Board to support the service's vision and ambition, delegating to Curriculum Managers to act as curriculum links with other Council services. |
| 8 | **Leadership, culture and inclusion**<br>Lead on inclusive learning, modelling open and inclusive behaviours and ensuring all staff and learners contribute to a welcoming learning environment. |

## Areas of Knowledge and Understanding Required from Senior Managers

### Strategy

Effective strategy formulation is crucial for achieving organisational goals and ensuring long-term success. It involves setting clear objectives, analysing internal and external environments, and developing actionable plans to navigate challenges and seize opportunities. A well-defined strategy aligns the organisation's resources and efforts towards a common vision, fostering coherence and direction across all levels. By continuously monitoring and adjusting the strategy in response to changing circumstances, organisations can maintain their competitive edge and drive sustainable growth.

### Service Quality

Service quality is the cornerstone of customer satisfaction and continued customer engagement. It encompasses the consistent delivery of reliable, responsive, and empathetic services that meet or exceed customer expectations. High service quality is achieved through well-trained staff, efficient processes, and a customer-centric culture. By actively seeking feedback and continuously improving service delivery, organisations can build strong relationships with their customers, enhance their reputation, and differentiate themselves in the marketplace.

### Performance

Performance management is essential for maximising organisational efficiency and effectiveness. It involves setting performance standards, monitoring progress, and providing feedback to ensure that employees and teams are meeting their objectives. By fostering a culture of accountability and continuous improvement, performance management helps identify areas for development and recognise achievements.
This process not only enhances individual and team performance but also contributes to the overall success of the organisation.

### Resource Management

Resource management is the strategic allocation and utilisation of an organisation's assets, including human, financial, and physical resources. Effective resource management ensures that resources are used efficiently and effectively to achieve organisational goals. This involves planning, monitoring, and controlling resources to avoid waste and maximise value. By optimising resource allocation, organisations can improve productivity, reduce costs, and enhance their ability to respond to changing demands and opportunities.

### Leadership and Culture

Leadership and culture are fundamental to shaping an organisation's identity and driving its success. Effective leadership inspires and motivates employees, fosters innovation, and guides the organisation through change. A positive organisational culture, characterised by

shared values, trust, and collaboration, enhances employee engagement and performance. By cultivating strong leadership and a supportive culture, organisations can create an environment where employees thrive, and collective goals are achieved.

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## Key Statements – Working for Newham Council

### People at the Heart of Everything We Do

You must be committed to putting people – Newham residents and Council staff – at the heart of everything you do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

### Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

### Protecting our Staff and Services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

### Corporate Parent

Every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

### H.E.A.R.T Values

All employees should familiarise themselves with and fully embrace our HEART values. These core values and behaviours of Honesty, Equality, Ambition, Respect and Together belong to everyone at the council and we all have a responsibility to practise them and make sure they are visible in everything we do.

## Personal Specification

**IMPORTANT INFORMATION FOR APPLICANTS**

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

| Person Specification Requirements | Assessment Method (A/I/T) |
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| **Qualification Requirement** | |
| A degree or above, or equivalent. | Application |
| A recognised teaching qualification (DTLLS, PGCE, Cert Ed, Level 5 Diploma in Education and Training or equivalent), plus evidence of relevant continuing professional development. | Application |
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| **Knowledge** | |
| An excellent understanding of pedagogy, including developments relating to adult learners, with a clear focus on innovation in curriculum development. | Application / Interview |
| A good understanding of adult education funding mechanisms, learner performance measures and requirements, with the ability to secure additional funding and income. | Application / Interview |
| A good knowledge of and commitment to safeguarding, the Prevent duty, health and safety, and inclusion, equality and diversity, as they relate to curriculum and quality. | Application / Interview |
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| **Skills** | |
| Inspiring, adaptable leadership, with the resilience to achieve key goals in a complex environment of competing interests. | Application / Interview |
| Excellent interpersonal skills, with the ability to relate effectively and empathetically to people at all levels and from diverse backgrounds, internally and externally. | Application / Interview |
| The ambition and drive to innovate and develop provision, driving growth, performance, quality and compliance that lead to high levels of achievement, progression and learner satisfaction. | Application / Interview |
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| **Experience** | |
| Significant experience in a senior curriculum or quality leadership role within adult education or a similar environment, including developing high performing teams that improve learner outcomes. | Application / Interview |
| A proven track record of curriculum development, growth and innovation that responds to local and national priorities, supported by extensive external networks and partnerships. | Application / Interview |
| Experience of developing quality frameworks and self-assessment that result in outstanding teaching and learning, and of contributing significantly to Ofsted inspections. | Application / Interview |
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| Additional Requirements | | |
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| DBS | Yes | Level: Enhanced |
| Politically Restricted Post | No | |
| Participate in monthly on call rota | No | |