

# Job Description



<b>Job Title:</b> Curriculum Manager	<b>Service Area:</b> Our Newham – Learning & Skills	
<b>Directorate:</b> Community Wealth Building	<b>Post Number:</b> <b>Fusion</b>	<b>Evaluation Number:</b> 6720
<b>Grade: P06</b>	<b>Date last updated:</b>	

## **People at the heart of everything we do**

We are committed to putting people – Newham residents and Council staff – at the heart of all we 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**

We believe that 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.

## **Background**

### **Newham Community Wealth Building**

Newham has launched its Community Wealth Building strategy, underpinned by the principles of economic, social and environmental justice; so that long-term prosperity, wellbeing and fairness for all our residents in the Borough is achieved.

As well as attracting growth and investment into the borough, the Council's Community Wealth Building (CWB) strategy will help unleash the potential of residents, businesses and the voluntary sector because they are the source of wealth and talent that will drive a fairer and more prosperous Newham.

The CWB strategy will help the Council tackle injustices residents face with an unrelenting focus on poverty in the Borough, as well as addressing racial and gendered disparities that exists.

## Overall Purpose of Job

The post holder will provide strategic and thought leadership and management to the Curriculum Area to enable it to develop and grow in line with the Our Newham – Learning & Skills Curriculum Strategy and become a leading provider of lifelong learning in London and beyond. They will inspire and drive improvement and ambition for outstanding learning, teaching and assessment so that the area becomes and remains outstanding and develops and sustains strong financial health in the long term.

## Job Summary

<b>Grade</b>	<b>P06.</b>
<b>Teaching requirement:</b>	<b>144</b> contact hours per academic year
<b>Responsible to:</b>	Our Newham – Learning & Skills <b>Head of Curriculum</b>
<b>Responsible for:</b>	Up to <b>1</b> Curriculum Co-ordinator, <b>1</b> Course Leader and at least <b>7</b> tutors

## Key Tasks and Accountabilities:

*Key tasks and accountabilities 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.*

**To undertake all responsibilities listed below:**

**Lead the Curriculum Area in line with Our Newham – Learning & Skills mission and strategic objectives, in particular:**

**Review, plan and develop the curriculum to support the organisation's response to national priorities for adult learning, apprenticeships and the organisation's work in the local communities, with employers and partners; whilst achieving annual recruitment targets in relation to the relevant organisation key performance indicators (KPIs)**

1. Develop innovative curriculum with the aim of increasing Our Newham – Learning & Skills market share, taking into account external market trends, student feedback, external developments in education, and the needs of local and wider communities and Government priorities for Adult Education, FE and 19+ study programmes.
2. Support the Head of Curriculum in achieving annual targets, raising standards, improving attendance, retention and achievement rates and raising the quality of learning, teaching and assessment by leading on quality enhancement for the subject area. This will include leading on quality assurance within the subject area to meet the full expectations of the awarding bodies and Ofsted.
3. Participate in the annual curriculum review and development process, assessing trends and student feedback. Propose innovative developments to the subject area's

portfolio of programmes/ courses which may be attractive and relevant to students and potential students and which could widen participation, develop an inclusive learning environment and increase fee income.

4. Pursue innovation within the curriculum in order to encourage student progression, both internally and externally, including to higher level provision and employment, stimulate growth and enhance the profile and reputation of the organisation.
5. Establish and maintain relationships with external organisations (local communities, employers, partners) to develop business and assist with curriculum development, student employability and progression opportunities where appropriate. Also act as key link to other Council Directorates where appropriate.
6. Work with the Head of Curriculum to develop ambitious plans to innovate and grow our programmes, including higher level provision and apprenticeships.
7. Draw upon a range of sources, including direct employer feedback, feedback from partners, local/regional context, and input from internal and external stakeholders to ensure the Service becomes the go-to provider in London and beyond.
8. Liaise directly with employers, internal and external stakeholders directly to identify opportunities for new provision.

**Provide inspiring leadership and effective management of staff, budgets and other resources, secure and grow the area's income (including seeking external funding outside of AEB), and manage performance of all staff within the curriculum area.**

9. Be an inspiring thought leader who drives the ambition for improvement and being an outstanding service and ensures students are at the heart of everything we do.
10. Effectively and efficiently lead and inspire the curriculum team in order to meet agreed targets, delegating work as appropriate and ensuring staff are appropriately and efficiently deployed and working towards agreed objectives.
11. Manage and use delegated budgets and other resources in the most cost effective way.
12. Bring in additional funding opportunities outside of Adult Education Budget, seeking to design innovative curriculum offer through external funding, developing partnerships and in response to local demand.
13. Implement the council performance management systems appropriately and consistently across the area, including recruitment, induction, probation and appraisal and manage staffing issues relating to conduct, capability or absence in accordance with organisations performance management procedures.

**Raise standards of learning, teaching and assessment, enhance customer service, retention, achievement, participation and attendance rates to secure an outstanding student experience, drawing upon the support and knowledge of Curriculum Co-ordinators as appropriate.**

14. Effectively implement the quality improvement and enhancement actions within the Curriculum Area including ensuring procedures are consistently applied, and lead to enhancement in learning, teaching, student achievement and progression including all aspects of 19 + study programmes.
15. Coordinate the self-assessment process for the Curriculum Area, completing of Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) for the relevant Curriculum

Area, appropriate business development and quality enhancement plans and ensure their successful implementation.

1. Provide leadership for the development of innovative and digital technology supported learning and up-to-date materials and resources that enhance learning, teaching and assessment, both within the classroom and online.
2. Undertake classroom visits (observations of teaching, learning & assessment) and provide support and guidance to observers where appropriate, ensuring positive impact on the quality of learning, teaching and assessment.
3. Work in collaboration with the quality team to support quality assurance processes across both accredited and non-accredited programmes, ensuring our internal quality assurance meets the awarding bodies' requirements and all accreditation processes are robust.
4. Ensure any student complaints are appropriately investigated and responded to in line with council policies and procedures. Act as an investigating officer where required, respond and act on outcomes.
5. Undertake teaching commitment within your curriculum area to sustain practical expertise. Undertake approximately **144** annualised hours of teaching every year including tutorials as required. (The amount of teaching required by the post holder can be flexed depending on the amount of provision and operational needs). Deliver high-quality teaching, leading by example.
6. Develop and maintain relationships with appropriate external organisations to develop business and assist with curriculum development and student employability where appropriate.

**Ensure the curriculum area provides excellent support to student wellbeing and suitably addresses any pastoral needs of our learners.**

7. Be responsible for all activities related to student wellbeing and enrichment both within the classroom and online. Implement relevant enhancement actions and/or processes and procedures, supporting staff where necessary.
8. Work with colleagues to 'capture the learners' voice', making sure students are represented in shaping the service. Administer regular surveys and student focus groups, providing opportunities to students to feedback on their experience as directed the Quality Lead.
9. Work closely with the Inclusive Learning Manager to ensure all ALS needs are addressed and students with diverse needs and disabilities and those with EHCP receive appropriate support, teaching, learning and assessment with focus on narrowing any achievement gaps.
10. Design and implement new processes for assessing and supporting learners' pastoral needs, liaising with internal staff, relevant agencies and external bodies to create suitable referral routes where necessary to create excellent learner experience and a successful learner journey.

## **Other Duties**

11. Be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD and scholarly activity as required.
12. Assist with Cross-Council staff development as appropriate.
13. Contribute to the effective management and promotion of equality, diversity inclusion, leading by example.
14. Work in accordance with the Health & Safety at Work Act and the Council Safeguarding and Prevent procedures, ensuring the Council is a safe environment for staff, students and visitors.
15. Work at all times in accordance with council's policies and procedures, using them consistently and appropriately in the management of the subject area.
16. Undertake duty management on a rota basis.
17. Work flexibly across the Learning & Skills service (including in different venues) according to the needs of the service, which might include evenings, weekends and occasional public holidays, in order to meet service requirements.
18. Carry out such duties as may be required from time to time by the council that are appropriate to the grade of the post

# Person Specification



<b>Job Title:</b> Curriculum Manager	<b>Service Area:</b> Our Newham – Learning & Skills	
<b>Directorate:</b> Community Wealth Building	<b>Post Number: Fusion</b>	<b>Evaluation Number:</b>
<b>Grade: P06</b>	<b>Date last updated:</b>	

## 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.

## 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.

CRITERIA- Essential	METHOD OF ASSESSMENT
<b>KNOWLEDGE:</b>  Extensive teaching expertise and an excellent understanding of pedagogy, including developments related to adult students.  External professional networks relevant to the academic disciplines within the organisation and the delivery and development of adult education in London, with the ability to utilise them to facilitate growth.  A good knowledge and commitment to Safeguarding, Prevent Duty and Health and Safety as they relate to the Curriculum Area	Application and Interview   Application and Interview   Application and Interview

<p>A good knowledge of equality and diversity matters with a proven track record of promoting diversity within both a curriculum and employment context.</p>	<p>Application and Interview</p>
<p><b>EDUCATION/QUALIFICATIONS</b></p> <p>An appropriate qualification at degree level or above (or equivalent) in a subject relevant to the Curriculum Area.</p> <p><b>An appropriate teaching qualification (DTLLS /PGCE / Cert Ed or Level 5 Diploma in Education &amp; Training or equivalent) plus relevant continuous professional development.</b></p> <p>A management qualification</p>	<p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>SKILLS AND ABILITIES: EXPERIENCE:</b></p> <p>A substantial academic background / credibility in one or more of the subject areas / sectors within the curriculum</p> <p>Experience of working in an adult education or similar environment, with a commitment to the ethos of adult education and knowledge of current developments and issues in the sector.</p> <p>Significant experience of successfully leading and managing a team of teaching and support staff at operational level, with the proven ability to effectively inspire, support, motivate, train, develop and manage the performance of staff</p> <p>A proven, successful track record in the planning, managing and delivery of academic programmes from entry level to higher education</p> <p>Proven ability to think strategically, analyse complex problems, consider risk and implement appropriate solutions.</p> <p>The proven ability to effectively manage physical and human resources, including complex budgets, to maximise income.</p> <p>Experience of leading teams in the use of learning technologies to facilitate quality learning and teaching</p> <p>Demonstrable ability and impact of improving student achievement.</p> <p>Experience and proven ability of working with external partners and agencies and building partnerships and successful professional relationships at all levels</p>	<p>Application and interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>

Understanding of interventions that enhance student wellbeing and mental health	Application and Interview
<p><b>PERSONAL STYLE AND BEHAVIOUR:</b></p> <p>An excellent understanding of customer care and of quality improvement systems, with experience of their implementation and a commitment to their use to raise standards and achievement.</p> <p>Excellent organisational skills with the proven ability to meet targets and deadlines.</p> <p>Excellent interpersonal skills with the ability to work as part of the wider organisation team and relate effectively with people at all levels of the organisation.</p> <p>Excellent written and verbal communication skills, with the ability to listen, analyse and express issues in a manner appropriate to the audience.</p> <p>Good digital and IT skills with the ability to support teaching, learning and assessment in an online, classroom and blended environment.</p> <p>Strong commitment to learner success</p>	<p>Application Form/Interview/Test</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p> <p>Application and Interview</p>
<p><b>OTHER SPECIAL REQUIREMENTS:</b></p> <p>Willingness and ability to work flexibly to maintain service delivery.</p> <p>Willingness to work independently as well as with any relevant stakeholders</p> <p>Duties undertaken by this post will require the post holder to have a fully enhanced DBS</p> <p>This post is exempt from <b>The Rehabilitation of Offenders Act (1974)</b>.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>