



New College Durham

JOB DESCRIPTION

Job Title:	Curriculum Manager in Technical Engineering (Mechanical Engineering, Fabrication and Welding and Electrical Installation)
Grade:	Advanced Teaching AT01-03
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	School of Technology
Accountable to:	Head of School

Job Purpose

To lead and manage the delivery of high quality learning opportunities for all students across the designated group(s)/courses and to develop other opportunities within the School.

Key Result Areas

1. Lead Curriculum course design and development activities including:
 - Manage internal and external programmes
 - Designated courses are properly documented in accordance with the specifications of awarding bodies.
 - Portfolio reviews maintain relevant and up-to-date course provision.
 - Designated courses are sufficiently documented to meet the requirements of either Ofsted or QAA or any other statutory/professional body to whom the College is accountable.
 - Curriculum development and innovation is encouraged and supported.
 - Designated courses are planned, delivered and assessed at their appropriate level within the National Qualifications Framework.
2. Ensure that Teaching and Assessment are undertaken, effectively including:
 - Strategies for teaching and assessment are effective and implemented across designated courses/curriculum area.
 - The quality of teaching in the classroom is observed, judged and recorded and results in actions for continuing improvement

3. Motivate, direct, manage date-to-day workloads to meet agreed targets and deadlines:
 - Planning and managing day-to-day workloads to meet agreed targets and deadlines.
 - Manage and lead designated curriculum staff.
 - Undertake the effective monitoring and appraisal of staff.
 - Lead and direct allocated staff in the fulfilment of their role and achievements.
 - Monitoring standards at informal stages
4. Undertake teaching and managerial duties as determined by the Head of School.
5. Any other duties commensurate with the grade and status of the post.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

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

PERSON SPECIFICATION

Job Title: Curriculum Manager in
Technical Engineering

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent or willing to work towards**	1	✓	
NVQ level 3 or equivalent e.g. NVQ 3 in Mechanical Engineering	1	✓	
Qualified to Level 6 Graduate qualification (e.g. BA/BSc/BEng Hons Degree) or equivalent in a related discipline	1		✓
Postgraduate Qualification in a related discipline	1		✓
A minimum of an HNC or equivalent in an Engineering discipline	1		✓
Assessor qualification (A1, or D32 and 33)	1	✓	
Internal Verifier qualification (V1, or D34)	1	✓	
Teaching qualification at FENTO Level 3 (eg CertEd or equivalent)	1		✓
Member of a professional body	1, 2		✓
Experience and Knowledge of Mechanical, Fabrication & Welding and Electrical Installation study programmes and apprenticeships from L1 to L3	1, 2		✓
Experience of delivering PEO level 2 – turning, milling, bench fitting and CNC/CAD	1, 2	✓	
Experience and knowledge of working with awarding body's such as EAL, C&G, as an IQA	1, 2	✓	
A minimum of 3 years relevant experience in industry	1, 2	✓	
Recent experience of managing staff	1, 2, 3		✓

Recent knowledge / understanding and experience of undertaking staff appraisal	1, 2, 3		✓
Proven track record of teaching and assessing learners aged 16+	1, 2	✓	
Demonstrate evidence of a commitment to continuous professional development	1, 2, 3	✓	
Skills		Essential	Desirable
Ability to organise work-loads of self and others and manage competing priorities	1, 2, 3	✓	
Excellent communication skills	1, 2, 3	✓	
Ability to lead teams and support individual and team development	1, 2, 3	✓	
Ability to deal professionally with colleagues, students and other stakeholders in person, by phone or by correspondence with excellent written and oral communication skills	1, 2, 3, 4	✓	
Ability to competently chair meetings effectively	1, 2	✓	
Ability to work collaboratively with external bodies, partner organisations and external stakeholders	1, 2	✓	
Demonstrate the ability to work in a timely and effective manner responding rapidly to changing working environment	1, 2, 3	✓	
Have a systematic, methodical approach with attention to detail with a track record of thinking strategically and laterally to achieve targets	1, 2	✓	
Proven capacity to work innovatively and independently	1, 2	✓	
Ability to produce high quality management information to pre-specified deadlines	1, 2	✓	
Recent working knowledge and experience of utilising Microsoft Office packages (Excel, Word and Outlook)	1, 2	✓	
Be committed to resolving problems and to improving own performance	1, 2	✓	
Suitable to work with young people and other vulnerable groups	1, 2	✓	

Develop and market full cost programmes to budget	1, 2, 3	✓	
Improving and leading on Teaching and Learning and assessment	1, 2, 3	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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