



New College Durham

JOB DESCRIPTION

Job Title:	Curriculum Manager in Management & Professional
Grade:	Advanced Teaching AT01-03
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	School of Business, Management & IT
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.
 - All staff are aware of the full range of College learning resources available and that these resources are deployed effectively to support students in achieving their learning outcomes.

3. The College's policy and procedures for Quality Assurance and improvement are applied across designated courses including:-
 - Quality assurance and enhancement, in respect of professional and/or statutory bodies, are met.
 - Accurate and timely reports are produced as and when required.
 - Accurate student data is maintained across all courses.
4. Contribute to the setting and achievement of the Colleges targets for widening and increasing participation.
5. Motivate, direct, manage and develop designated staff in their day-to-day work by:-
 - 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 of performance.
 - Deal with HR matters at informal stages.
6. To support the Head of School in:
 - Developing links with employers.
 - Planning, co-ordinating and controlling resources in accordance with College procedures.
 - Producing Annual Reports and Operating Plans for the School.
 - Promoting Continuing Professional Development for colleagues, including mentoring colleagues.
 - Manage course delivery.
7. 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 Management & Professional

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	✓	
Level 6 Graduate qualification (e.g. BA/BSc Hons Degree) or equivalent in a management related discipline.	1	✓	
Postgraduate Qualification (Level 7 or above) in a management related discipline	1	✓	
Recent experience of managing staff including knowledge / understanding and experience of undertaking staff appraisals.	2	✓	
In possession of, working towards, or willing to work towards a PhD qualification.	1		✓
Teaching qualification at FENTO Level 3 (e.g. CertEd or equivalent)*	1	✓	
Recent and relevant experience of liaising with external organisations such as Local employers, local government, and professional bodies such as CIPD and CMI	1, 2	✓	
Demonstrate evidence of a commitment to continuous professional development.	1	✓	
Detailed knowledge and understanding of either QAA Academic Review and/or the Common Inspection Framework.	1, 2	✓	
Knowledge and understanding of apprenticeship standards in management related disciplines	1, 2	✓	
Detailed knowledge and understanding of teaching and assessment strategies in management and professional disciplines.	1, 2	✓	
Successful track record in developing new courses which can be evidenced	2	✓	
Skills	Assessed by	Essential	Desirable
Ability to organise work-loads of self and others and manage competing priorities.	2	✓	

Ability to lead teams and support individual and team development.	2	✓	
Ability to chair meetings effectively.	2	✓	
Ability to work collaboratively with external bodies, partner organisations and external stakeholders.	2	✓	
Have a systematic, methodical approach with attention to detail with a track record of thinking strategically and laterally to achieve targets.	2	✓	
Ability to produce high quality management information to pre-specified deadlines	2	✓	
Recent working knowledge and experience of utilising Microsoft Office packages (Excel, Word and Outlook)	2	✓	
Suitable to work with young people and other vulnerable groups	1	✓	

*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.

ESSENTIAL KEY COMPETENCIES FOR THE ROLE AND PERFORMANCE MEASURES

At New College Durham we are keen to ensure that we have a common set of managerial competencies to support the attainment of the Colleges mission vision and values.

The College will provide staff with appropriate training and development to refine and enhance existing competencies, but all managerial staff must consistently demonstrate these competencies in all their activities

Competency - Quality & Organisational Drivers

Continuous Quality Improvement

Maintains excellent performance and drives continuous improvement by:

- Accurately self-assessing performance to identify key strengths and areas for further improvement;
- Developing and monitoring impact-focussed improvement activities and plans;
- Being results-focussed and closely monitoring performance to inform improvement opportunities;
- Demonstrating responsibility for performance against agreed targets;
- Acting with trust and integrity to deliver high standards and performance.

Acts as an Agent for Change

Takes a positive approach to implementing changes by:

- Communicating effectively to make change happen;
- Demonstrating a positive attitude to change;
- Explaining and presenting change in a positive way to others;
- Consulting with those affected by the changes and responding positively and constructively to suggestions and concerns;
- Recognising and rewarding positive contributions.

Competency - Managing People & Performance

Delivering Results

Knows what is required in their day-to-day work and takes responsibility for working to a high standard by:

- Agreeing role requirements with those they report to and work with;
- Planning and managing day-to-day workloads to meet agreed targets and deadlines;
- Setting clear objectives that are in line with the business needs;
- Ensuring compliance with the College's policies and procedures.

Deploying People and Resources Effectively

Makes best use of own time and other resources by:

- Monitoring how their time is used and proposing more efficient ways of working;
- Developing teams, individuals and self to enhance performance;
- Making best use of people's skills to deliver business objectives;
- Taking action to increase efficiency.

Competency - Managing Finance

Financial Planning

Understands the strategic financial operations of the College and contributes to its success by:

- Recognising the main funding streams of the organisation and the basis of funding for each (e.g. YPLA/ SFA / HEFCE);
- Recognising the College's strategic financial objectives as reported in the College's strategic plan;
- Understanding and reacting positively to the changing priorities of the funding bodies (e.g. Apprenticeships, NEETs);
- Understanding and reacting positively to changes in legislation (e.g. Pensions, VAT, CSR).

Financial Management

Works within budget limits to deliver best value for money by:

- Considering budget limits when allocating resources;
- Advising on cost implications of plans and activities;
- Monitoring income and expenditure and demonstrating where savings can be made;
- Ensuring compliance with the Financial Regulations and Procedures.

Competency - Leadership

Providing Direction

Provides direction by:

- Developing and delivering the strategy of the team/department/School/College;
- Maintaining an awareness of the wider context and responds;
- Promoting excellence in areas of teaching and/or the provision of support services;
- Promoting the activities of the School/Department both internally and externally as appropriate;

- Leading by good example.

Competency - Building Capability

Developing Knowledge and Skills

Creates an environment that supports the development of the skills and expertise needed to meet current and future business needs by:

- Understanding knowledge and capability requirements in relation to current and future business needs;
- Facilitating the training and development of an appropriate skills base within the team
- Encouraging personal development and helps others to learn

Working Collaboratively

Instigates collaborative working within and beyond NCD, and creates an inclusive and supportive culture by:

- Creating opportunities for collaborative working
- Promoting the benefits of, and lessons learnt from effective collaborative working
- Promoting the benefits of a diverse workforce

Competency - Planning & Organising

Effective Planning

Plans, prioritises and organises effectively to provide excellent services for the College by:

- Creating clear, realistic plans and deadlines;
- Incorporates learning from previous actions into planning

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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