



## Job profile

# Curriculum Manager (SEND) Grade K

**Group:** Learning and Children

**Location:** Dryden Professional Development Centre

**Service:** Learning, Schools and Inclusion

**Line Manager:** Principal learningSkills Manager

**Car User Status:** Casual

The post holder will develop a curriculum that meets the needs of learners with a learning disability and/or difficulty. The Curriculum Manager for SEND will manage a team of tutor, teaching assistants and job coaches and will be responsible for the development of SEND delivery in all contracts funded through the EFA and ESFA.

### The key roles of this post will include:

1. The development and implementation of effective curriculum management within SEND delivery
2. To contribute to learningSkills management team and wider strategies and plans.
3. The development of IAG that ensures effective progression routes for learners.
4. Management of multiple funding streams to ensure an effective curriculum that meets local and regional priorities.
5. The assignation of curriculum aims, examination body approval & support programme accreditation, RARPA, IQA and EQA procedures.
6. Managing and developing a team of tutors, teaching assistants and job coaches
7. To work in collaboration with the internal and external partners to establish priority delivery areas.
8. To profile and monitor delivery to meet challenging targets.
9. Promote and develop SEND provision within Gateshead
10. Budget responsibility for all SEND delivery.
11. Such other responsibilities allocated appropriate to the grade of the post.



## Knowledge and Qualifications

### Essential

#### Knowledge of:

- SEND agenda within FE
- Equality, Diversity and Inclusion
- Quality Assurance
- Local and regional priorities
- ESFA, EFA and Ofsted frameworks
- Awarding Bodies and Qualification Aims

#### Qualifications:

- Degree level or equivalent experience
- Teaching qualification at level 5 or above

#### Experience of:

- Managing the delivery of SEND provision for young people and adults
- Managing a team
- Facilitating IQA and EQA processes
- Promoting SEND learning opportunities external organisations, including employers
- Implementing quality assurance frameworks including observation of teaching, learning and assessment
- Managing multiple funding contracts
- Curriculum planning that meets learner needs and local and regional priorities
- Working in collaboration with partners and key stakeholders to support SEND delivery

### Desirable

#### Knowledge of:

- General FE delivery
- Databases and database reporting software
- Electronic portfolios

#### Qualifications

- Level 5 Management qualification

#### Experience of:

- Marketing and promoting of provision
- Working within Local Authority Systems
- Applying and developing quality frameworks within an educational setting
- Developing staff ability to deliver and record high quality learning



## Competencies

<b>Focusing on the Future</b>	Looks ahead, harnesses ideas and opportunities to achieve goals and makes decisions that develop Gateshead Council in the long term.
<b>Building a Shared Vision</b>	Builds and communicates a collective vision of the future.
<b>Facilitating Change</b>	Proactively leads and builds a momentum for change and sees it through.
<b>Organisational Context</b>	Focuses on the community and service users, seeks out partnerships to improve delivery and operates effectively within the political framework.
<b>Personal Impact</b>	Is self-aware, acts proactively, accepts personal responsibility and communicates effectively.
<b>Focusing on Results</b>	Plans and monitors service delivery. Works with others to enhance provision. Strives to provide a quality service and continuously improve delivery.
<b>Leading &amp; Developing Others</b>	Motivates and encourages teams and individuals. Provides direction and feedback and creates a climate of respect.