 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION
Directorate: Finance, Development and Regeneration		Service Area: Learning and Skills Service
JOB TITLE: Curriculum Manager		
GRADE: N		
REPORTING TO: Adult Learning and Skills Manager		
1.	JOB SUMMARY: As part of the Senior Management Team, lead on the strategic planning and implementation of an innovative and responsive curriculum which meets the needs of residents, employers and other stakeholders in line with local and national priorities. Lead on all aspects of quality assurance and improvement to ensure the delivery of a curriculum which results in outstanding levels of achievement and progression leading to personal, social and economic growth. Responsible for performance management within all curriculum areas including target setting and monitoring against key performance indicators and contractual targets.	
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS	
	1	Strategically manage a wide range of provision to meet delivery requirements in curriculum areas such as adult skills programmes, community learning, apprenticeships and specialist projects.
	2	Lead on the strategic planning, development and implementation of a curriculum which is responsive to both local and national needs, and strategic objectives.
	3	Engage with internal and external partners, employers and stakeholders to identify and lead on opportunities for curriculum development, improvement and Service growth.
	4	Develop and implement delivery plans incorporating funding, enrolment and outcome targets in order to fulfil contractual obligations and Service objectives.
	5	Effectively manage resources required to fulfil curriculum operational requirements such as staffing, accommodation and resources.
	6	Display sound financial management skills to prepare and manage financial budgets for all areas of responsibility in accordance with SBC policies and guidelines, allocating and approving expenditure for specific delivery areas.
	7	Manage and empower staff including coaching, mentoring, training, target setting and monitoring terms and conditions of employment.
	8	Be responsible and accountable for the performance and management of staff in area of responsibility such as recruitment, deployment, support, development, capability and contribute to disciplinary and grievance processes.
	9	Performance manage curriculum delivery against various key performance indicators such as funding, enrolment, achievement and progression outcomes in order to exceed national benchmarks, fulfil Service objectives and deliver an outstanding service.

	10	Effectively utilise a range of monitoring data and information to ensure the effective analysis of Service delivery to support timely planning, interventions and improvements.
	11	Lead and develop quality assurance and improvement processes within area of responsibility such as through self-assessment, IQA, EQA, peer review and observation of teaching learning and assessment.
	12	Develop and implement a range of delivery strategies and methodologies to continuously improve the quality of teaching, learning and assessment which result in the personal, social and economic growth of Service users.
	13	Develop and manage local and cross regional project activity such as to increase Service quality and performance, implement business development contracts, and maximise commercial revenue.
	14	Prepare and lead on bids in areas of responsibility and contribute to any Service wide or external bids.
	15	Maintain up to date sector knowledge to identify and develop opportunities to improve the Service and meet the underlying and changing needs of the sector.
	16	Interpret and apply various government, funding body, awarding body and inspectorate standards and legislation governing area of responsibility to ensure compliance.
	17	Implement and manage a range of plans, policies, procedures and strategies in line with local, regional and national agendas within areas of responsibility.
	18	Engage with all regulatory and audit based activities such as Ofsted inspections, awarding body assessments and funding body reviews.
	19	Liaise with colleagues to ensure the effective marketing of all programmes in all areas of responsibility to fulfil enrolment and contractual obligations.
	20	Deputise for the Adult Learning and Skills Manager when required.
	21	Advise the Adult Learning and Skills Manager and Senior Management Team on all developments and recommendations relating to area of responsibility.
	22	Ensure the health, safety and safeguarding of learners, apprentices and project clients accessing the Service such as through the embedding of British values and Prevent measures within curriculum delivery.

3.

GENERAL

Job Evaluation - This job description has been compiled to inform and evaluate the grade using the NJC Job Evaluation scheme as adopted by Stockton Council.

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Personal Development – As defined by the Council's Culture Statement, all employees will take responsibility for their own development

Customer Services – The post holder is required to ensure that all customers both internal and external, receive a consistently high-quality level of service, commensurate to the standards required by Stockton on Tees Borough Council.

Policies and Procedures – The post holder is required to adhere to all Council Policies and Procedures.

Workforce Culture and supporting behaviours and Code of Conduct – The post holder is required to carry out the duties in accordance with Workforce Culture and supporting behaviours, code of conduct, professional standards and promote equality and diversity in the workplace.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council’s Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

	Name:	Signature:	Date
Job Description written by: (Manager)	Craig Taylor		May 2022
Job Description agreed by: (Post holder)

Job Description dated May 2022



PERSON SPECIFICATION

Job Title/Grade	Curriculum Manager	Grade: N
Directorate / Service Area	Finance, Development and Regeneration – Learning and Skills Service	
Post Ref:	POS005203	


	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	<p>Educated to degree level or equivalent in directly relevant subject area.</p> <p>Teaching qualification at level 4 or above</p> <p>Demonstration of continued professional development</p> <p>Maths, English and ICT qualifications at level 2 or above</p>	<p>Management qualification at level 5 or above</p> <p>Teaching qualification at level 5 or above</p> <p>Demonstration of continued professional development in leadership and management</p>	Application form

Experience	<p>Evidence of successful management experience in adult and community learning or the FE sector</p> <p>Experience of OFSTED inspection in a 'good' or better organisation</p> <p>Experience in engaging with partners, employers and stakeholders leading to curriculum development, quality improvement and growth</p> <p>Experience of producing delivery plans which fulfil curriculum contractual obligations and strategic objectives</p> <p>Experience of managing resources to fulfil curriculum operational requirements such as staffing, accommodation and teaching resources.</p> <p>Experience of managing a diverse team and maximising their contribution</p> <p>Experience of delivering teaching, learning and assessment</p> <p>Experience of performance management in curriculum delivery against various key performance indicators to inform timely planning, interventions and improvements</p> <p>Experience in the development, implementation and monitoring of quality assurance and improvement</p>	<p>Proven track record with responsibility of leading and developing an innovative and responsive curriculum including adult skills, community learning, apprenticeship and project delivery</p> <p>Experience of producing delivery plans in line with the requirements of the TVCA Adult Education Budget</p> <p>Experience of preparing and managing curriculum financial budgets</p> <p>Experience of utilising extensive teaching experience to drive improvements in the quality of teaching, learning and assessment</p> <p>Experience in the performance management of staff</p> <p>Experience as the responsible officer for quality</p>	Application / Interview
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	<p>processes</p> <p>Experience of interpreting and applying various government, funding body, awarding body and inspectorate standards and legislation governing area of responsibility to ensure compliance</p> <p>Experience of managing and developing key curriculum policies and procedures</p> <p>Experience of making presentations in public settings</p>	<p>assurance and improvement within curriculum delivery</p> <p>Experience of managing and developing key curriculum strategies</p> <p>Experience of preparing and leading on bids</p>	
Knowledge & Skills	<p>Extensive knowledge of AEB and apprenticeship funding rules and performance management frameworks</p> <p>Knowledge of the local labour market and learning, skills and employment issues to inform the planning and implementation of a responsive curriculum</p> <p>Ability to engage and collaborate with employers and other key partners to develop employer and community led provision</p>	<p>Detailed knowledge of the local labour market and priorities relating to Stockton-on-Tees and Tees Valley</p>	Application/ Interview

	<p>Demonstrable knowledge of the Ofsted Education Inspection Framework and other quality assurance and improvement frameworks</p> <p>Extensive knowledge of awarding body assessment and verification processes within adult skills and apprenticeship provision</p> <p>Knowledge of effectively embedding RARPA within community learning programmes</p> <p>Substantial knowledge of quality improvement models to inform the creation and monitoring of self-assessment reports and quality improvement planning</p> <p>Evidence of being a consistent outstanding teaching practitioner which has supported the continuous improvement in teaching, learning and assessment across a curriculum.</p> <p>Knowledge of differing delivery models such as classroom based, distance learning, and work based learning</p> <p>Ability to effectively listen, understand, communicate, influence and negotiate</p> <p>Ability to set and work to deadlines</p>		
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	<p>Ability to lead, manage and empower a team</p> <p>Ability to manage and control budgets and resources</p> <p>Ability to analyse data and interpret information</p> <p>Ability to communicate both orally and in writing with a wide range of people and organisation</p> <p>Competent in the use of information technology applications including Teams, Word, Power point, Excel and Internet platforms</p>		
Specific behaviours relevant to the post	<p>Demonstrate the Council's Behaviours which underpin the Culture Statement.</p> <p>A willingness to train further as deemed appropriate for the post holder</p>		Application / Interview
Other requirements	Car user		

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Finance, Development and Regeneration	SERVICE AREA: Learning and Skills Service
JOB TITLE: Curriculum Manager	
GRADE: N	
REPORTING TO: Adult Learning and Skills Manager	

The following are the known risks for this role, more than one may apply. Where there are no known risks this will be indicated.

Known Risk	Yes/No
Is required to work at heights or on ladders	No
Is required to work in confined spaces or unusual environmental conditions where specialist equipment or breathing apparatus is needed	No
Is required to drive a Council vehicle or regularly transporting other person/clients/pupils in own vehicle as part of normal duties	No
Is required to drive an HGV/LGV/PCV/Minibus	No
Is required to undertake agriculture, horticulture or gardening work	No
At risk from noise that might affect an employee's health (will be required to wear ear protection)	No
Will be exposed to vibration likely to be above the exposure action level.	No
Is exposed to hazardous substances as detailed in Appendix 1	No
Is likely to be exposed to asbestos	No
Is at risk of a needle stick injury or human bite or could be exposed to blood, sewerage, bodily fluids.	No
May be exposed to lead or lead based products	No
Will handle food	No
Will require a health assessment for regular night working	No
Will be required to undertake the Display screen equipment training	Yes
Other known risks – please detail	
No known risks associated with this role	Yes

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post.

Signature of Manager: Craig Taylor

Date: 13/05/22

