

Job Description

Post title:	Curriculum Manager – Offsite Provision
Responsible to:	Director of Learning – Learning and Life Skills
Salary:	Point 33 – 37 AoC £33,116- £37,258

Purpose of Job:

- To develop and manage an innovative programme of outreach provision in partnership with community organisations, which meets the needs of local residents and partner organisations in the community
 - To widen participation in adult learning by identifying new delivery partners and implementing a community engagement strategy to increase learner recruitment
 - To ensure learners are provided with an excellent learner experience and high quality teaching and learning and to ensure the continuous quality improvement of the provision.
 - To coordinate staffing and resources and line manage a number of academic staff.
 - To support the Director of Learning in providing leadership and management of the curriculum in line with local and national priorities.
 - Curriculum Managers are expected to work flexibly in order to be able to carry out their duties. This may involve evening working, occasional Saturdays and a working pattern which will vary from week to week.
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Main Duties and Responsibilities:

Programme organisation

- Deliver a programme of accredited and non-accredited provision in the community that meets the needs of local people and the targets for offsite provision
- Develop strong working relationships with existing partners and source new partners and venues to support expansion of the outreach provision
- Work closely with Learner Services to ensure timely and accurate enrolment of offsite learners
- Monitor enrolments and attendance ensuring that the programme is viable
- Provide information for publicity and recruitment
- Organise and co-ordinate accreditation and examinations in liaison with the Exams office and the Learning Support department

Meeting learner needs

- Ensure effective initial assessment of learners and referral of continuing learners so that all learners are placed on the programme of learning that is appropriate to them
- Ensure that a suitable induction programme is in place for every course
- Ensure that tutorial provision is delivered as appropriate
- Ensure differentiated learning with planning to meet individual needs
- Ensure that additional learning support is provided where necessary, including access arrangements for exams
- Ensure that literacy, language and numeracy needs are met
- Ensure that e-learning and ICLT are used effectively to facilitate learning

- Ensure that learners are encouraged to use opportunities for involvement in college curriculum and planning
- Ensure that learners are informed of progression opportunities and supported to progress to onsite courses if appropriate
- Ensure that learner achievements are recognised and celebrated
- Investigate and seek to resolve learner complaints and carry out first stage student disciplinary processes

Quality improvement

- Ensure that schemes of work, lesson plans and personal learning plans are completed to a high standard
- Ensure that digital learning is used effectively to promote employability skills
- Implement lesson observation scheme, carrying out observations and learning walks
- Lead on assessment and verification for the area and ensure qualification delivery is compliant with awarding body requirements
- Ensure robust RaRPA processes are followed for any non-accredited provision
- Monitor recruitment, retention and achievement and make interventions where needed
- Monitor equality and diversity data
- Monitor student feedback including survey results, complaints and comments
- Write the SAR for this area
- Contribute to the self-assessment process, supporting tutors to participate and producing reports
- Produce an annual quality improvement plan and monitor progress
- Maintain own continuous professional development

Business development

- Maintain an up-to-date knowledge of curriculum developments within college, locally and nationally that relate to area
- Maintain an understanding of funding frameworks
- Work closely with managers to plan for future provision and diversified funding
- Participate in projects and new initiatives aiming to diversify funding

Leadership and management

- Line manage and carry out target setting and appraisal for staff
- Support and advise staff on their professional development and advise managers of staff development needs within the area
- Carry out lesson observations and ensure follow up support and action planning
- Maintain close communication with line managed staff acting as first point of contact for them, and ensuring they receive all necessary information
- Manage a budget for staff costs, services and consumables

General

- Contribute enthusiastically to the work of the College, supporting and conforming to all College policies and corporate decisions
- Adhere to all College policies including those on Health & Safety, Safeguarding, Equal Opportunities and Quality
- Undertake such other duties relating to the efficient and effective management of the curriculum area consistent with the responsibilities of the post, or as may reasonably be required from time to time by the Line Manager or the Principal

Other Duties and Responsibilities

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS)

The job description is accurate at March 2019 but is subject to change and development in line with the needs of the College



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PERSON SPECIFICATION

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

		Essential	Desirable
	Qualifications		
1	Degree or equivalent level qualification	✓	
2	Teaching qualification with ESOL subject specialism	✓	
3	Literacy and numeracy qualifications at least Level 2	✓	
	Experience		
4	Substantial experience of successful, relevant teaching	✓	
5	Delivery of a range of accredited and non-accredited courses including experience of working on or running accredited and non-accredited specialist pathway courses within the specified curriculum area	✓	
6	Implementation of quality improvement systems including running internal standardization of accredited and non-accredited provision and working with External Verifiers for accredited courses to improve the learning experience	✓	
7	Managing staff successfully and supporting others to improve their teaching	✓	
8	Curriculum development and working with exam boards	✓	
9	Promoting equality and diversity	✓	
10	Developing and promoting new courses	✓	
	Knowledge, Skills and Abilities		
11	Broad knowledge of subject area	✓	
12	Understanding of needs and interests of students aged 18+/adults engaging in learning	✓	
13	Excellent understanding of what constitutes good teaching and learning and of a range of teaching, learning and assessment strategies currently considered good practice	✓	
14	Ability to support students' individual needs, enabling them to make progress	✓	
15	Knowledge of and ability to implement the criteria of awarding bodies	✓	
16	Strong ICT skills to support organisational work and ability to word process documents to a high standard	✓	
17	Understanding of issues involved in delivery of high-quality education for adults	✓	
18	Excellent organisational ability and time management	✓	
19	Ability to understand data, maintain accurate records and write reports	✓	
20	Ability to work with and motivate teams of staff	✓	
21	Proactive, self-motivated and ability to manage change	✓	
22	Able to communicate effectively to a broad range and diverse group of people and work effectively with community partners	✓	



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APPLICATION AND PROCESS

We hope that you are excited by the prospect of working at the oldest adult FE College in Europe and we are convinced that you will find WMC a great place to work

Good luck and we look forward to receiving your application

How to Apply

To apply, please download the application form from our website www.wmcollege.ac.uk. Once you have completed your application form, you can either email it back to jturner@wmcollege.ac.uk or send it by post to:

Niona Kavuma
Working Men's College
44 Crowndale Road
NW1 1TR

Applicants will be shortlisted for interview by matching the details given on their application form against the Job Description and Person Specification for the role. We would therefore ask applicants to provide clear evidence to show how their experience, skills and knowledge match those requirements.

Closing Date

Monday 29 April 2019 9am

Interviews

Interviews will be held on Friday 3 May 2019 – please ensure that you are available to attend on this day if selected.

Further information

To find out more about this role, please contact Niona Kavuma (HR Officer) on: 020 7255 4728 or by email: nionak@wmcollege.ac.uk



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EMPLOYEE BENEFITS PACKAGE

The benefits available to all staff employed at WMC - the Camden College include the following:

- Competitive salary, paid monthly
- Teachers' Pension Scheme (for teaching staff)
- Contributory group personal pension scheme (for non-teaching staff) with contribution rates of 2.4% net from employee and 5% from employer
- Generous annual leave entitlement
- Interest free season ticket loan
- Full CPD programme reflecting individual needs and aspirations
- Childcare voucher scheme
- Cycle to work scheme
- Free access to College classes (terms and conditions apply)
- Employee Assistance Programme
- Death in service benefit insurance (providing 2 x salary cover)
- On-site café
- Family friendly HR policies