

JOB DESCRIPTION

Job Title	Foundation Curriculum Team Leader
Responsible to	Head of Curriculum and Quality Compliance
Position	Full Time
Responsible for	Staff within the curriculum team (Foundation Programme)
Department	Training and Skills
Salary	£30,000 - £35,000 Depending on experience and qualifications
Terms and Conditions	The successful applicant will require DBS Checks

Purpose:

To provide leadership to the team and management of all aspects of curriculum including, development, monitoring, reporting, course compliance and delivery resulting outstanding teaching and learning and student achievement.

Key Performance Indicators

- OTLA Grade 2 Quality of teaching
- 97% Learner's achieving qualifications
- 95% Learner's progress
- 98% Retention
- 96% Learner Satisfaction

Main Duties and Responsibilities

Operational Leadership:

1. To provide leadership to course teams including operational line management of staff.
2. To actively promote employer engagement activities.
3. Ensure that liaison is maintained with external awarding organisation verifiers, examination offices and internal business support departments such as Data & Funding and Marketing
4. Actively promote the organisation Safeguarding and Equality and Diversity policy, encouraging staff awareness and participation
5. Ensure all staff are effectively and efficiently deployed through efficient rooming and timetabling and use of agreed staff/student ratios.
6. Coach and develop staff and ensure appraisals and probationary reports are carried out that identify staff development needs and plan and manage continuous professional development activities for all staff in the team.
7. To support and where appropriate discipline learners in line with organisation procedures.
8. Curriculum planning to inform the business planning process.
9. Understand the budget within the area and have an ability to inform on decision regarding expenditure
10. Teach on academic programmes for an average of 15 hours per week per academic year

Quality:

11. To be responsible for all quality assurance within the area and that actions are taken and monitored to ensure consistent improvements are made.
12. To ensure that the team accepts responsibility for achieving and maintaining high levels of student attendance, retention and achievement and that these are regularly monitored.
13. Work with the Head of Curriculum and Quality to ensure the organisation course quality processes are followed and course review and self-assessments (SAR) prepared and consciously reviewed to include completion of the quality improvement plan (QIP).
14. To understand and use central Organisation data to produce reports to inform both course teams and Quality Team and to understand their current performance levels.
15. To act as a lead IV for the department and ensure appropriate assessment, verification or moderation of student work. Manage the Internal Verification process within the department, ensuring all AO and Organisation procedures are followed appropriately in ensuring their rigorous implementation, their use in Self-Assessment and their compliance with Awarding Body directives and requirements
16. Take specific responsibility for and manage the collection of analysis and reporting of learners' satisfaction surveys across the team, including Employer surveys where applicable, creating an action plan to address issues arising and ensuring the effective implementation of that plan to produce the desired improvement.
17. In liaison with the Quality Improvement Officer, identify and organise training needs in relation to quality assurance and quality improvement
18. Build & develop a team of teaching and support staff focussed in improving quality of the learners' experience to include regular minuted team meetings.

Learning & Teaching:

19. To promote outstanding standards of learning and teaching across the Curriculum area.
20. To ensure that teaching staff fully understand course / subject requirements and are aware of learner's preferred learning styles.
21. To ensure that learners have an individual learning plan with clearly defined and measurable personal and course targets that are understood by learners and regularly reviewed by them.
22. To ensure the use of ICT, e-learning and e-portfolio is promoted in teaching and embedded across the curriculum as an enhancement to learning.
23. To report on a regular basis at the SMT and Quality Performance Review (QPR) on all aspects relating to courses / programme and further curriculum planning developments.

24. In liaison with the Head of Curriculum and Quality, take responsibility for student enrolment, IAG and induction processes in the curriculum area.
25. To organise student induction and include a programme for those learners who enrol late
26. To ensure effective tutorials and 1-2-1 takes place
27. To undertake an active role within the learning observation team to identify and share good practice, and to provide support where necessary.
28. To monitor carefully the work, attendance and progress of all learners in the area and take such steps as may be necessary when a learner is in difficulty or making inadequate progress – involving close liaison with other curriculum team leaders and course tutors.

Person Specification

- Considerable leadership capabilities and the ability to lead and develop staff in an era of change
- Expertise in the chosen curriculum area and knowledge of additional short courses/enrichment activities that will enhance the learner experience
- Experience of the role of personal tutor and or guidance of learners onto programmes, on-programme and progression routes and the delivery and assessment of tutorial programmes.
- Proven experience and skills associated with the assessment and development of quality in Learning and Teaching, including observation of teaching and learning and staff development.
- Experience of using organisation data systems (MIS) to monitor performance especially in year, resulting in actions being taken to ensure improvements are made timely.
- Proven experience in managing effective quality systems in a curriculum area delivering successful improvement to maximise student achievement and satisfaction

This is a description of the job as it is presently constituted. It is our practice to review all job descriptions regularly and update them where necessary to ensure that they are a true reflection of the job that is being done, or to incorporate changes where they are found to be inaccurate. This procedure is conducted jointly by the manager and the job holder. You will, therefore, be expected to participate fully in such discussions with a view to reaching agreement on any changes felt to be necessary. If agreement is not possible, management reserves the right to insist on changes to your job description in line with your level in the organisation, after consultation with you.

Signed: _____ Date: ___/___/___

Foundation Learning Curriculum Team Leader - Job Specification

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Qualifications & Training	<ul style="list-style-type: none"> • Level 5 basic skills/English and or Maths qualification • Related degree/higher degree or equivalent qualification dependent on level of qualification to be taught in Numeracy • ICT Skills to Level 2 • Teaching qualification or commitment to undertake within QTLS timescale • Registered as a member of the Institute for Learning or achievement of within 3 months 	E E E E E		A A AI AI AI
Specialist Knowledge	<ul style="list-style-type: none"> • Knowledge of qualifications and assessment as they apply to Post 16 education and or FE sector 	E		I
Experience	<ul style="list-style-type: none"> • Good track record of recent practical experience in the appropriate sector • Relevant experience of working with young people and adults in need of support • Experience of ILP , use of IT in teaching and learning and E-Learning • Teaching and or Training experience in the Community and FE sector • Up to date CPD record 	E E E E E		AI AI AI A AI
Skills and Attributes	<ul style="list-style-type: none"> • Flexibility and adaptability • Excellent communication and interpersonal skills • Willingness to develop self and others • Good organisational and administrative skills • Customer orientated • Ability to build relationships of trust and respect • Integrity 	E E E E E E E		I I I I I I AI
Motivation and Personality	<ul style="list-style-type: none"> • Able to lead and work in a self-directed way with guidance from line managers. • Able to meet agreed deadlines and achieve agreed goals set. 	E E		

Other	<ul style="list-style-type: none"> • DBS check carried out on appointment • Fit for the duties of the post 	E E		I I
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EXPECTATIONS FOR ALL STAFF

Responsive & Adaptive

Responsive to change, creating new opportunities for meeting new challenges

Creative, imaginative and entrepreneurial

Innovators and commercially aware

Collaborative

Promote 'team-ship' through collaboration and taking pride in their work and the Organisation

Passionate professionals

Role models committed to continually improving themselves and ultimately the experience and success of our learners

Accountable

Understand the impact of (and take responsibility for) their actions upon Organisation stakeholders