

# CURRICULUM MANAGER ON COURSE SOUTH WEST

## Role Profile



<b>Title</b>	Curriculum Manager On Course South West	
<b>Grade</b>	GRADE I	
<b>Reference:</b>	N935	
<b>Reports to:</b>	Adult and Community Learning Lead	
<b>Work style Definition</b>	Office based hot–desk/touch down worker	
<b>Job Type:</b>	Manager	
<b>Primary purpose of role</b>	<p>To work as a member of Plymouth City Council’s Adult and Community Education team, with specific responsibility for the effective management of On Course South West’s (OCSW) learning provision; achieving high learner satisfaction, successful outcomes and progression to further learning, volunteering and/or employment.</p> <p>To ensure there is strategic curriculum and delivery design relevant to local priorities and community requirements which build confidence and resilience and make learners active and engaged citizens.</p> <p>To manage tutor performance, promoting and inspiring innovation and excellence in teaching, learning and assessment.</p> <p>To lead, plan and deliver English and maths provision which strengthens communities and families, meets local skills needs and national priorities.</p>	
<b>Key accountabilities and key measures</b>	<b>Role outcomes</b> <ul style="list-style-type: none"> <li>▪ Provide the appropriate coverage, content, structure and sequencing of an inclusive curriculum. (20%)</li> <li>▪ Lead the On Course South West Quality Cycle achieving improvement targets ensuring tutors are supported in the delivery of those targets (20%)</li> <li>▪ Lead on teaching, learning and assessment strategies (20%)</li> <li>▪ Develop innovation and creativity in teaching ensuring that English, maths and ICT is embedded in curriculum enabling learners to improve their levels of skills relative to their starting points preparing them for progression to further learning and/or employment (20%)</li> </ul>	<b>Role measures</b> <ul style="list-style-type: none"> <li>▪ Ofsted judgement (seek good or better rating)</li> <li>▪ OCSW Self-Assessment and Quality Improvement (SAR and QIP)</li> <li>▪ Marked and sustained improvement of outcomes for learners that meet or exceed national benchmarks</li> <li>▪ Analysis, evaluation and action in relations to all performance information regarding learner’s progress and attainment</li> <li>▪ Using destinations and progression data to improve planning and delivery of provision which meets priorities and targets for the city and the region.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ To ensure the health and safety and wellbeing of learners and the embedding of British values in curriculum delivery (10%)</li> <li>▪ Lead for Safeguarding at On Course South West (10%)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Ensure the starting point to destination is tracked, evaluated and owned across delivery teams</li> <li>▪ To use performance data including, punctuality, attendance, retention, achievement, teaching &amp; learning quality checks and learner voice activity as a basis for course evaluation and improvement plans</li> <li>▪ Lead on feedback from learner survey results and learner forum recommendations</li> <li>▪ To produce timely high-quality accurate course information</li> <li>▪ Monitoring and reporting on staff and learner safety, wellbeing, compliance and performance</li> <li>▪ Ensuring learners are protected through staff adherence to all policies</li> </ul>
<b>Key activities</b>	<ul style="list-style-type: none"> <li>▪ Lead and manage curriculum development (across the service) (30%)</li> <li>▪ To manage Quality Improvement (30%)</li> <li>▪ Manage Quality, Performance and compliance of OCSW delivery through implementation to impact</li> <li>▪ To manage staff performance and development (25%)</li> <li>▪ To ensure compliance with legislation, external body requirements and Organisational policy and procedures. (15%)</li> <li>▪ Carry out other duties appropriate to the grade of the post.</li> </ul>	
<b>Essential qualifications/</b>	<ul style="list-style-type: none"> <li>▪ Relevant teaching qualification at level 4 e.g. Cert Ed, or level 7 PGCE, / level 6 B.Ed.</li> <li>▪ Level 4 subject specialism qualification in a relevant curriculum area.</li> <li>▪ Evidence of CPD in leadership/management</li> <li>▪ Maths and English at Grade A*-C / 9-4 or equivalent</li> <li>▪ Recognised Safeguarding qualification or demonstrable experience.</li> </ul>	
<b>Desirable qualifications/ knowledge</b>	<ul style="list-style-type: none"> <li>▪ Expertise in person centered learning and individual learning plans</li> <li>▪ Expertise in Mentoring and Coaching skills</li> <li>▪ Expertise in delivering related Continuing Professional Development</li> <li>▪ Able to promote use of e-learning, the Virtual Learning Environment (VLE) and exploitation of opportunities for engaging learners using smart phones, tablets, new technologies and their applications</li> </ul>	

<b>Essential experience</b>	<ul style="list-style-type: none"> <li>▪ Education management in Further Education and/or adult and community learning</li> <li>▪ Experience of management of key curriculum processes and procedures, including planning, meeting the requirements of external funders, awarding bodies and inspectors, use of management information</li> <li>▪ Departmental responsibility for self-assessment and quality improvement</li> <li>▪ Evidence of driving up standards for Quality Improvement excellence in Teaching, Learning and assessment</li> <li>▪ Experience of successfully managing change</li> <li>▪ Experience of OFSTED inspection and peer review</li> <li>▪ Strategic understanding of the adult learning landscape locally and nationally</li> <li>▪ Up to date knowledge of relevant key drivers, including Ofsted, ESFA and all related legislative compliance.</li> <li>▪ Examples of developing and maintaining successful relationships with community partners and other stakeholders involving them in planning and evaluation.</li> <li>▪ Substantial experience of outreach and teaching adults in the post 16 sector</li> <li>▪ Managing staff teams</li> <li>▪ Experience of setting standards, monitoring these and implementing interventions if required</li> <li>▪ Experience of moderation and standardisation</li> <li>▪ Developing and maintaining relationships</li> <li>▪ Using data to analyse course performance demonstrating improved outcomes for learners and positive impact on improvements implemented.</li> </ul>
<b>Desirable experience</b>	<ul style="list-style-type: none"> <li>▪ Experience in diverse post 16 educational settings.</li> </ul>
<b>Essential skills</b>	<ul style="list-style-type: none"> <li>▪ Excellent organisational skills to prioritise, agree, develop and manage teaching and learning within the Post 19 sector; with Practitioner experience in the curriculum area relevant to the post.</li> <li>▪ Models behaviours and attitudes to drive a positive and respectful culture in which all staff know and care about learning and learners</li> <li>▪ Contributing to collaborative decision making, appreciating the impact and longer-term effects of decisions</li> <li>▪ Understanding of equalities, safeguarding, counter terrorism, health &amp; safety and DDA legislation</li> <li>▪ Understanding of OFSTED Education Inspection Framework and other quality assurance and improvement frameworks</li> <li>▪ Developing, implementing and monitoring quality assurance and improvement processes to improve teaching, learning &amp; assessment and compliance</li> <li>▪ Understanding of Equal Opportunities issues and experience of use of strategies to promote equality and diversity in teaching and learning and to identify and narrow student performance gaps</li> </ul>

	<ul style="list-style-type: none"> <li>▪ ICT skills and using technology to support learning</li> <li>▪ Understanding of the post 16 funding landscape</li> <li>▪ Understanding of the Professional Standards for Teachers</li> <li>▪ High level communication skills both oral and written</li> <li>▪ Ability to lead and inspire team</li> <li>▪ Innovative and motivated to work with partners, adult learners and a diverse learner group</li> <li>▪ Ability to work under operational pressure, delegate effectively and meet deadlines</li> <li>▪ Attention to detail</li> <li>▪ Reliable with a flexible approach to working hours</li> <li>▪ Reflective practitioner able to develop own skills and seek advice from a variety of sources</li> <li>▪ Committed to developing the success and wellbeing of others.</li> </ul>
<b>Corporate standards</b> <ul style="list-style-type: none"> <li>▪ In accordance with Council policies and guidance on information management and security, it is your personal responsibility for data protection, client confidentiality and information governance.</li> <li>▪ Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Council's constitution and its policies and procedures.</li> <li>▪ Work within the requirements of the Council's Health and Safety policy, performance standards, safe systems of work and procedures.</li> <li>▪ Undertake all duties with due regard to the corporate equalities policy and relevant legislation.</li> </ul>	