

Job Description & Person Specification

Post Title: Curriculum Development Manager	Grade: BR13
Department: Children, Education and Families	Division/Section: Adult Education
Post No: 20656	Reports to: Head of Curriculum & Quality

MAIN PURPOSE:

To provide operational leadership and management for all provision delivered by BAEC

To be an active member of BAEC middle management team contributing to the development and direction of the college curriculum.

SUMMARY OF RESPONSIBILITIES AND DUTIES

College management

1. To work with the Senior Management Team (SMT) and other Curriculum Development Managers on the strategic planning of learning programmes and their support mechanisms in order to provide an inclusive service that maximises access, supports high achievement and retention rates, and ensures equality of opportunity.
2. To ensure the planning, development and delivery of the Employability and Digital Skills curriculum (including the Digital Drop In) so that it is of high quality and meets learners' needs.
3. To engage in partnership and networking activities both within BAEC and with local, regional and national partners to achieve best practice and efficient use of resources.
4. To monitor regularly Key Performance Indicators such as performance, attendance, punctuality, occupancy rates, and target interventions to improve as required.
5. To regularly report to SMT against all key performance indicators, inform the termly monitoring and the annual self assessment process.
6. To take an active role in the College's Observation of Teaching, Learning and Assessment (OTLA) scheme, including monitoring and supporting tutors on action plans.
7. To undertake a programme of annual risk assessments of teaching areas within the post remit and maintain and update the risk assessment records. To make judgements about suitability for use based on the needs of the provision and its learners.

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8. To ensure full compliance with the Data Protection, BAEC Safeguarding Policy, Health and Safety at Work Act, LBB's Health and Safety Policy and all locally agreed safe methods of work.

9. To ensure that operationally the curriculum is delivered in a safe environment for teaching staff and learners and that curriculum delivery fully complies with BAEC and LBB's safeguarding and Health and Safety policies.

10. To actively participate in the BAEC Health and Safety and Safeguarding board meetings.

Curriculum management

11. To research learning needs, review and evaluate relevant data and use these to inform the planning or development of the curriculum to match community, local employment individuals' identified needs.

12. To make regular use of the MIS system to monitor performance, inform planning and ensure that funding allocation is maximised.

13. To work with other Curriculum Development Managers to ensure appropriate and transparent progression routes for provision across the BAEC funding streams and to/from other training providers.

14. To agree curriculum objectives with the SMT, Funding team and teaching staff to meet these objectives. To plan a programme of courses within the curriculum area that meet identified needs and match funding agency requirements.

15. To be responsible for the regular monitoring of course viability including implementation of the cancellation procedure and establish additional provision where learner demand indicates.

16. To take an active role in recruitment, selection and ongoing support of teaching staff, including probationary reviews and to support a programme of relevant staff development and training.

17. To oversee the operational elements of the ASF/CL provision related to the selection and initial assessment process for learners enrolling on relevant provision, ensuring compliance with eligibility rules.

18. To act as internal verifier where applicable and liaise with the Examinations Officer and external verifiers as appropriate.

Customer care

19. To ensure that accurate course information, advice and guidance is available for staff and service users. To update that information promptly on the MIS system and BAEC website when any changes occur and provide information and advice directly to learners when necessary.

20. To be an active member of the Customer Care team responding to customer complaints and other learner feedback.

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21. To maintain awareness & commitment and actively promote BAEC and LBB's Equal Opportunity Policy and Diversity Strategy and observe the standard of conduct which prevents discrimination taking place.

Other duties

22. To contribute to the maintenance of the record of curriculum resource assets as relevant to the curriculum areas of responsibility. To make recommendations to the SMT with regard to repair and replacement of these assets.

23. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department / Section.

CONTACTS AND RELATIONSHIPS:

Service staff and students - providing information, providing advice

External agencies, partners and other stakeholders - providing, receiving and exchanging information, providing advice

Other Council officers - providing and exchanging information

MANAGEMENT AND LEADERSHIP:

Provide direct line management for a team of sessional tutors and classroom support assistants including providing probationary support, offers of work and performance management.

EQUALITIES:

Implementation of the Council's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

	Date	Name
1. Date drawn up	27/10/21	Agnes Jeary Elena Diaconescu
2. Given to Post holder		
3. Confirmed by Line Manager		
4. Evaluated		

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SKILLS & ABILITIES

Good level of oral and written communication skills.

Good interpersonal and networking skills.

Good personal organisation/time management and administrative skills with ability to meet targets within timescales.

Ability to articulate organisational and curriculum goals.

Verbal and numerical analytical ability.

Calm when working under pressure.

Commitment to inclusive learning and widening participation.

Proficient digital skills including Microsoft Office, Google apps or similar

Willingness to use or learn to use the BAEC Management Information System

KNOWLEDGE

An understanding of the curriculum requirements of the Adult Education Budget and detailed knowledge / expertise in at least one subject specific area (e.g. ESOL, English, maths, LLDD, Digital Skills, Employability)

Good understanding of current educational issues in adult learning.

Good understanding of the current Post 16 funding environment and its impact on adult learning.

EXPERIENCE

A track record of competence in implementing Quality Assurance procedures and documentation.

Experience of teaching and learning continuous improvements in an adult learning environment.

Experience of substantial team working in a complex educational environment.

QUALIFICATIONS

Qualified to degree / level 4 or proven track record of managerial experience in education/training.

Relevant teaching qualification

Evidence of recent training/development/qualifications relevant to this post.

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SPECIAL REQUIREMENTS

The post holder will be required to work flexibly at the two main centres and will be required to attend community venues, as appropriate.

To work with other Curriculum Development Managers to ensure the regular availability of management support for evening and weekend programmes and events.

A successful enhanced DBS assessment.

In addition to the CDM role, the post holder will be required to teach a minimum of 4 hours per week (on sessional tutor's contract, additional teaching sessional hours not included in this Job Description).