

JOB DESCRIPTION

Job Title:	Director of Curriculum (Land based campus)
Responsible to:	Assistant Principal
Section:	Executive
Liaises with:	College Executive Other Curriculum Managers and Coordinators Academic Staff Cross College Staff External organisations and funding bodies
Job Purpose:	<ul style="list-style-type: none"> • Contribute through CMT to the strategic management of the College. • Represent the Directorate at CMT, College Board Committee and externally • Be responsible for the development of an HE offer and HE student experience within the Directorate that meets the aims of the College HE strategy and associated growth targets. • Develop strategic partnerships within the Directorate that support the College in meeting associated curriculum and income targets. • Be responsible for the quality of Further Education provision and associate activities on the Brooksby Campus. • Provide high quality leadership in the development and delivery of programmes and initiatives that support strategic objectives in moving the College to ‘outstanding’ • Be responsible for the curriculum based commercial areas within the Directorate ensuring they perform to College set commercial targets. • Be responsible for the development of full cost short course activity across the College ensuring its meets both quality and income targets.
Description of main duties:	<p>Duties will include but not be limited to:</p> <p><u>Leadership</u></p> <ul style="list-style-type: none"> • Provide senior leadership across the College to promote and implement the College Strategic Plan. • Lead strategic planning in the Directorate. • Contribute through CMT to strategic leadership and decision making for the College. • Provide leadership in developing a high quality HE experience within the Directorate. • Manage and develop the curriculum processes and resources in the Directorate to achieve objectives set within the College Strategic Plan. • Provide high quality leadership on the development and delivery of College Higher, Further and Apprenticeship programmes within the Directorate. • Lead on the development of short full cost courses across the College. <p><u>Innovation and Continuous Improvement</u></p> <ul style="list-style-type: none"> • Manage and develop cross College support functions as agreed. • Contribute to the strategic planning processes of the College. • Lead the continuous improvement of teaching and learning embedding college-wide policy and processes. • Develop strategic partnerships that strengthen and promote the Directorate’s specialist offer. <p><u>Performance Management</u></p> <ul style="list-style-type: none"> • Provide high quality leadership of Programme Team Managers (PTMs) in the achievement of the delivery of an ‘outstanding’ student experience. • Be responsible for ensuring that systems are in place to plan and review CPD for individuals and teams • Effectively manage the staff resource through line managers ensuring an efficient and effective workforce. • Ensure staff recruitment, induction, deployment and utilisation is carried out in accordance with College policies and procedures.

Results Focused

- Lead the process of target setting and monitoring of Key Performance Indicators, through PTMs, to achieve College strategic objectives
- Develop a coherent curriculum plan to encourage participation and progression and meet College targets.

Learner Focused

- Ensure all area activity provides a good student or customer experience.
- Develop programmes that develop employability skills to ensure high rates of progression into related work.
- Develop, throughout the Directorate a strong ethos of student/client focus and to ensure that decisions are based on the needs of the learners.
- Manage all aspects of the Directorate acting as a channel of communication to ensure that the needs of learners and staff inform college decisions.
- Represent the Directorate in planning accommodation and resources to ensure that students and staff benefit from the best possible learning and teaching environments.

Commercial Awareness

- Represent the Directorate within the College Management Team and with external agencies/communities/employers to raise its profile.
- Be responsible for the financial management of the academic provision within the Directorate, ensuring budgets are set and managed in accordance with College procedures and targets.
- Be responsible for relevant non academic budgets.
- Be responsible for the curriculum based commercial activity ensuring it meets levels set in commercial business plans.
- Be responsible for income generating full cost short courses that provide a good customer experience and meet budget targets.
- Develop commercial partnerships that support the College in meeting its corporate objectives.

Team Working

- Ensure that all activity in the Directorate complies with College Policies and Procedures and that staff and students feel part of the wider college.

Communication

- Inspire and develop academic and non-academic teams, ensuring effective staff communication and ownership of targets and plans.

General

- Comply with all college policies and procedures.
- Undertake appropriate training and staff development as required.
- Support the College policy on risk management (being aware of the College Risk Register) and engage with management to embed core values and awareness within the working environment and with all members of staff.
- Be fully familiar with the College's Health, Safety and Welfare Policy and guidance relating to their area of work to ensure that all duties and responsibilities are discharged in accordance with them.
- Take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work in accordance with Health and Safety legislation.
- Co-operate with the College in so far as is necessary to enable it to comply with its duties under relevant Health and Safety legislation.
- Carry out any other duties which could reasonably fall within the scope and responsibility of the post.

The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. The post holder will be expected to adopt a flexible approach to ensure the efficient and effective running of the College.