



## Assistant Curriculum Manager

<b>Reports to:</b>	Curriculum Manager		
<b>Department:</b>	Children, Young People & Community Development - Brent Start	<b>Grade:</b>	MS 578
<b>DBS Status:</b>	Basic	<b>Politically restricted:</b>	No

### Job Purpose:

As an Assistant Curriculum Manager, you will be dedicated to delivering learning success through close collaboration with the teaching team. Your focus will be on the success of the learners to support improvement within the department. You will support the Curriculum Manager in leading the delivery, design and development of our programmes, maintaining an oversight of the student journey to ensure they have an excellent learning experience.

### Values

Collaborate proactively.  
Lead inclusively.  
Embrace change.  
Be bold and curious.  
Celebrate and share our success.

### Job specific roles and responsibilities

1. Assist with the delivery, design, development and co-ordination of programmes. Ensuring they meet the needs of the learners and internal and external quality assurance criteria.
2. Manage the casual staff who teach on a range of programmes, to include timetabling and deployment of staff.
3. Collect, manage and analyse appropriate data, to inform continuous improvement which ensures learner success and achievement of funding.
4. Understand the learning needs of the student population and be able to deliver and develop challenging and exciting learning sessions.
5. Ensure the learners across your curriculum area are enrolled on programmes and registered with awarding bodies, ensuring accurate records are maintained regarding completions, withdrawals and achievement.
6. Responsible for recruitment of learners and the promotion of courses in your curriculum area.
7. Co-ordinate the assessment and internal verification process where appropriate, including identifying assessors and verifiers, liaison with the external verifier and preparing for the External Verifier visit.
8. To interview and provide initial assessment and guidance to students.

9. To monitor, evaluate and assess individual student progress and achievement.
10. To assess the current provision and contribute to the development of courses in conjunction with the Curriculum Manager.
11. To contribute to the service's quality initiatives including self-assessment, observation, appraisal and the mentoring and support of casual tutors.
12. To contribute in cross-service team initiatives.
13. To teach an agreed scheduled timetable. Class contact hours will be approximately 8-10 hours/week.
14. To produce course documentation: schemes of learning, lesson plans, and tracking of individual learner progress.
15. To prepare up to date high quality teaching materials relevant to the needs of learners.
16. To carry out student assessment, internal verification as required and adhere to quality frameworks including IQA and EQA requirements.
17. To monitor students' attendance and progress, maintain records, and prepare reports.
18. To participate in course development and review.
19. To work or liaise with learning support and other curriculum tutors and job mentors for referral purposes as appropriate.
20. To participate in curriculum development, including integrating blended learning methodologies in order to meet learner needs, promote achievement and develop progression opportunities.
21. To participate in the development of teaching materials and resources, including the use of Information Learning Technologies.
22. To keep own records and contribute to an efficient service-wide record keeping system.
23. To assist with learner recruitment and work placement opportunities.
24. To carry out other duties as the line manager or the management team shall from time to time require.
25. Participate in continuing professional development in agreement with the Line Manager.
26. Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.
27. Undertake any other duties commensurate with the general level of responsibility.

**Essential Requirements (key skills & qualifications)****Knowledge and Qualifications**

1. A generic adult teaching/training qualification at level 5 e.g. DTLLS or equivalent
2. Level 2 Maths and English, minimum GCSE grade C or equivalent
3. Detailed knowledge and experience of current teaching and learning strategies
4. Knowledge of national, regional and local priorities for adult and community learning services
5. Knowledge of the Education Inspection Framework and funding methodologies and their impact on courses and programmes of learning
6. An understanding of the implementation of equal opportunities in the context of the service

**Experience**

7. Relevant successful teaching experience
8. Experience of developing and implementing policies to support learners and curriculum
9. A track record of working with awarding organisations
10. Experience of leading a team

**Skills and abilities**

11. Communicating and influencing skills
12. Contribute to the longer term development of the service area
13. Ability to undertake accurate self-assessment of courses and programmes of learning
14. Ability to contribute to quality improvement of the curriculum including internally verifying accredited courses, delivering staff development, checking and advising on the completion of course documentation
15. Effective communication skills
16. Good IT skills, including use of databases, spreadsheets and virtual learning environments

**List desirable criteria:**

17. Assessor and Verifier qualifications

**Overall Headcount:** Casual Tutors as and when required

*Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs*