**Job description: Curriculum Manager**

**Reporting to:** Head of Centre

**Working Hours:** Full time (37.5 hours per week)

**Salary:** £35,000 to £41,000 per annum

**Duration:** Fixed term contract until June 2020

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| **Our Organisation** |

Business2Business UK Limited is an employment and skills provider based in Leicester within the East Midlands. For 33 years, we have very successfully provided a wide range of employment and skills services encompassing mainstream as well locality and group specific programmes. As a result of our community-based work, we are nationally recognised as an expert provider of support for people within BAME groups. We have supported 10,410 participants since 2012, 73% of whom achieved learning or employment outcomes.

Business2Business is a lively and exciting place to work, with strong links to the communities we serve. Having achieved the Investors in People Gold Standard, we are committed to supporting our staff to develop their skills and experience and to achieve their aspirations.

We are looking for a talented and enthusiastic Curriculum Manager to support the on-going development of our new Skills Hub. This will require managing our employability, vocational and Functional Skills provision and will involve responsibility for quality assurance, curriculum development and tutor management. The role also involves working closely with other staff with responsibility for employer engagement, learner engagement and IAG operations to ensure seamless transitions and progressions for learners.

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| **Job Purpose** |

To develop and manage the delivery of a specified programme of Functional Skills, employability skills and vocational skills courses with continuous quality improvement to achieve high success rates and compliance with awarding organisation requirements and Ofsted expectations of a good or outstanding provider.

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| **Main Duties and Responsibilities** |

**Programme development**

* Contribute to the ongoing development of our skills strategy and the Skills Hub’s annual review process
* Seek qualification approvals as necessary to deliver our developing skills offer
* Lead curriculum development, supporting tutors, during their bi-monthly non-teaching weeks, to identify course requirements in collaboration with awarding organisations, employers and other stakeholders and then plan, develop and evaluate courses to ensure they meet these requirements
* Plan and timetable courses ensuring sufficient staffing, accommodation and other resources
* Monitor and refine approaches to optimise enrolments, retention and achievement to ensure that all courses are viable
* As Lead Internal Verifier, manage assessment processes, Assessors and Internal Verifiers to ensure compliance with awarding organisation requirements; liaising with External Verifiers and awarding organisations as necessary
* Refine processes and manage tutor updating of paper-based and e-based learner records to monitor and track individual learner progress
* Collaborate with internal and external stakeholders to produce promotional material and facilitate tutor involvement in community-based engagement and promotional activities including taster sessions to attract learners into provision
* Work collaboratively with other managers to ensure participation in learning is perceived by the learner as a seamless and natural part of their journey towards their employment and life goals

**Meeting learner needs**

* Monitor and refine initial assessment and individual learning planning processes to ensure all learners are placed on a programme of learning that is appropriate to their needs and that teaching strategies and assessments are sufficiently differentiated to enable all learners to make progress
* Ensure that a suitable induction programme is in place for every course
* Ensure that tutorial provision is established and delivered as appropriate
* Ensure tutors deliver highly effective teaching, learning and assessment by encouraging them to adopt a wide range of engaging and stimulating teaching methods, activities and materials, including new technologies
* Ensure that additional learning support is provided where necessary, including access arrangements for exams
* Ensure that e-learning and ICLT are used effectively to facilitate learning
* Establish effective learner feedback processes and provide opportunities for learner involvement in curriculum planning
* Ensure learners are informed of, and are supported to take up internal and external progression opportunities
* Establish opportunities to celebrate and recognise learner achievements
* Investigate and seek to resolve learner complaints and carry out first stage learner disciplinary processes

**Quality improvement**

* Lead team meetings on weekly non-teaching days to monitor and standardise practice and assessment, share information and good practice, and plan and implement improvements
* Ensure that schemes of work, lesson plans and individual learning plans are completed to a high standard
* Implement the lesson observation scheme, carrying out observations and learning walks
* Lead on the quality assurance of assessment and verification processes
* Quality assure RaRPA processes for non-accredited provision
* Monitor recruitment, retention and achievement against key performance indicators and introduce approaches to optimise success rates
* Monitor equality and diversity data and introduce strategies to address any shortfalls against diversity targets
* Monitor and act upon student feedback including survey results, complaints and comments
* Manage the self-assessment process, ensuring the involvement of every staff member and write the annual self-assessment report
* Produce an annual quality improvement plan and monitor progress against objectives

**Teaching**

* Teach a programme as agreed with the Head of Centre, ensuring that own teaching is a model of best practice
* Provide cover for other teaching staff
* Maintain own continuous professional development and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice

**Business development**

* Maintain an up-to-date knowledge of developments in standards, qualifications and delivery approaches
* Maintain an understanding of Government funding frameworks
* Work closely with other managers to plan for future provision and diversification
* Participate in projects and new initiatives to diversify funding

**Leadership and management**

* Line manage and carry out target setting and appraisals for teaching staff
* Support and advise staff on their professional development and advise managers of staff development needs within the area
* Carry out lesson observations and ensure follow up support and action planning
* Manage a budget for staff costs and consumables

**General**

* Contribute enthusiastically to the work of the Business, supporting and conforming to all policies and corporate decisions
* Exhibit a flexible ‘can do’ approach and willingness to work outside of normal office hours when required
* Adhere to all policies including those on General Data Protection Regulations (GDPR), health and safety, Safeguarding, Equal Opportunities and PREVENT
* Undertake such other duties relating to the efficient and effective management of the business consistent with the responsibilities of the post, or as may reasonably be required from time to time
* The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS)
* The job description is accurate at February 2019 but is subject to change and development in line with the needs of the Business

**Person Specification**

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|  |  | **Essential** | **Desirable** |
|  | DTLLS /PGCE / Cert Ed/ Level 5 Diploma in Education & Training or equivalent | ✓ |  |
|  | Holds a degree level qualification or equivalent vocational qualification | ✓ |  |
|  | Holds an Internal Verifier qualification | ✓ |  |
|  | Has a minimum of two years recent teaching experience that includes Functional Skills | ✓ |  |
|  | Has Level 2 or higher qualifications in both English and Maths | ✓ |  |
|  | Can demonstrate a strong desire to see learners succeed and able to lead a high performing team to this end  | ✓ |  |
|  | Has comprehensive and well-developed IT and administration skills. | ✓ |  |
|  | Curriculum management experience | ✓ |  |
|  | Holds a masters level / professional management qualification or equivalent. |  | ✓ |
|  | Departmental management experience including people management |  | ✓ |
|  | Extensive and diverse experience of programme and curriculum development  |  | ✓ |
|  | Experience of working in partnership with a range of organisations to deliver learning to adults facing barriers to engagement.  |  | ✓ |
|  | Has a commitment to and is able to demonstrate knowledge of health and safety, safeguarding and equality and diversity as appropriate to the post. | ✓ |  |

**Terms and Conditions**

You will be employed by Business2BusinessUK Limited

Working hours: Normal working hours which may include evenings are undertaken between Monday to Friday. No payment for overtime is made, but appropriate time-off in lieu will be granted.

Leave: Holiday entitlement will be 37 days plus 8 statutory days per holiday year (1st April to 31st March), including 3 closure days. Although we don’t work to fixed terms, tutors are expected to take into consideration their teaching commitments when booking their annual leave. Permission from a Director must be sought for periods of more than two weeks annual leave.

Probationary period: There is a 6-month probationary period.

Location: Staff are required to work on any site, including workplaces for the delivery of work-based learning, as required.

Termination: 3 months written notice on either side

DBS Check: An enhanced DBS check, paid for by the employer (registration on the DBS update system is required for all posts before you start work).

References: The appointment is subject to two satisfactory references which includes a reference from your current or most recent employer

Union Representation: You may belong to the union you choose, although the business does not, at present, have any collective bargaining arrangements for pay, terms and conditions.

Car Allowances: A staff travel and subsistence policy is in operation and staff travelling between sites and on business can claim a mileage rate for using their car.

Additional Employment: To ensure there are no conflicts of interest, staff are not allowed to engage as an employee, consultant, partner, proprietor or director in any other business without the prior written consent of the Directors

**Other information**

**Making an application**

Closing date for applications: **5pm Friday 19th April 2019**

To apply, applicants should send a CV and a personal statement describing their suitability for the role. The personal statement should describe the applicant’s experience of carrying out the main responsibilities of the role and identify how they meet the essential criteria. The personal statement should be of not more than two sides A4 in length (Arial, font size 12)

Applications should be submitted via email to **rob@business2businesslimited.com**