JOB DESCRIPTION

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| Post Title | Curriculum Coordinator  |
| Salary Grade | LS06 |
| Hours | 37 hours per week  |
| Location | One Angel Square, Northampton, NN11ED |
| Reports To | Curriculum Manager |
| Service Area | Adult Learning Service |

**Overall purpose of the post**

To oversee operational course management across the service within a specific area of responsibility. This includes, but not limited to, resource allocation, curriculum planning, development, design and delivery, quality improvement, as well as providing learner support and guidance.

**Principal responsibilities**

1. Analyse, plan, organise and develop curriculum within a specified area, with a focus on enhancing quality. Collaborate with other curriculum coordinators to create comprehensive, high quality delivery programmes, with progressional pathways for learners.
2. Teach and deliver on programmes within area of expertise.
3. Support the Curriculum Manager with recruitment, selection and scheduled tutor and learner induction, together with ongoing assessment and support.
4. Ensure the high-quality delivery of services by implementing quality improvement, monitoring and evaluation of curriculum and performance (including SAR), in accordance with Service and Council policies and other relevant frameworks such as Ofsted and external funders.
5. Monitor and track the progress and well-being of learners within identified curriculum area, identifying and addressing any concerns or barriers to learning. Good level of recording and acting on data, i.e. for performance management.
6. Provide guidance and support to teaching staff in the implementation of ILPs and support plans.
7. Adapt practice and delivery accordingly when working with vulnerable learners and/or learner with needs ensuring a fully inclusive curriculum.
8. Work collaboratively with SENDCO to provide training and support to teaching staff on SEND- related subjects, such as techniques for differentiation, behaviour management, and fostering inclusive teaching practice.
9. To manage a range of tutors and teachers within curriculum area ensuring that a high quality of delivery is provided leading to high level outcomes for learners.
10. Conduct formal observations of tutors and make informal visits as required.
11. Work with external and internal partners and facilitate good relationships to develop provision (including events) to meet the needs of the customers.
12. Participate in staff training sessions, team meetings, and collaborative planning activities to share best practice and contribute to the continuous improvement of teaching and learning provision.
13. Attend and contribute to regular curriculum planning meetings offering a high level of input into the development of the curriculum offer seeking continued growth.
14. Collaborate with colleagues, support staff, and external partners to provide a holistic and integrated educational experience for learners.
15. Deliver a consistent high quality of customer care, including dealing with complaints.
16. Demonstrate an awareness/understanding of equal opportunities and other people’s behavioural, physical, social and welfare needs.
17. Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and to comply with the policies and procedures relating to health and safety within the department.
18. Be able to travel between a variety of locations across the county.
19. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

The minimum expected annual teaching hours (contact hours) will be 200 across an academic year for a full-time post, pro rata for fractional posts. These hours could increase or decrease dependant on other factors and with the approval of the Head of Service.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

PERSON SPECIFICATION

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| Post Title:  | Curriculum Coordinator  |
| Grade | LS06 |
| Service Area: | Adult Learning Service |

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| Education and Qualifications | Minimum of a Level 3 qualification in in relevant subject area OR significant experience of teaching/delivery in a similar environment.Formal teaching qualification to minimum of Level 5, or willing to obtain in a specified timescale.Hold a Level 2 qualification in English, Maths or equivalent.Hold a Lv2 qualification in ICT or equivalent, or a willingness to work towards. | A degree or equivalent qualification in relevant subject areaHave, or be willing to achieve, a Lv2 IAG qualification. |
| Experience and Knowledge | Ability to project manage, working to tight deadlines.Develop and deliver adult learning programmes including accredited and non-accredited coursesManagement, supervision and support of staff with ability to develop and build teams.Development and adaptation of programmes for learners with specific needs.Experience in Curriculum Development | Experience in Community Development |
| Ability and Skills | Understanding the application of quality assurance to achieve a high-quality curriculum offer.Knowledge and understanding of the role and national priorities of Adult Learning.Understanding the educational needs of diverse communities.Substantial level of knowledge of own field of expertiseDemonstrate effective planning, administration, time management & organisation skillsGood communication, negotiation, and presentation skills oral and written.Possess high level teaching / training and course development skills.Ability to work unsupervised and high level of self-motivation, making appropriate decisions and motivating individuals. Demonstration of a commitment to safeguarding and PREVENT duty | Ability to teach a range of subjects.Ability to work with learners with physical and learning disabilities, mental health issues or learners from disadvantaged groups.Ability to work with parents, carers and children.Ability to chair meetings effectively and efficiently. |
| **Equal Opportunities**  | Ability to demonstrate awareness/understanding of equal opportunities and other people’s behaviour, physical, social and welfare needs. |  |
| **Additional Factors** | Ability to travel freely as operationally required between locations in North and West Northamptonshire. This role may involve occasional evening or weekend work. |  |

 Disclosure Level Work Type

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| What work type does this role fit into?  | Fixed  | Flexible  | Field  | Home  |
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| What disclosure level is required for this post?  | None  | Basic |
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| Standard | Enhanced |
| Enhanced with barred list checks |  |