

Job Description

Job Title: **Curriculum Manager** – Delivery Partners

POSCODE:

Grade: P01

Overall purpose of the job

Reporting to the Senior Manager for Subcontracting, MI and Compliance to oversee the quality and compliance of learning programmes and projects around Cambridgeshire, ensuring provision meets local need and is delivered in the right location at the right time supporting the achievement of all contractual and quality external and internal targets.

The postholder will work proactively to build and maintain relationships to enable positive influence of external subcontractors and internal delivery partners to ensure we meet all targets for funding and quality within budget alongside an active role within the service's wider service management team.

Main accountabilities

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	Quality and Teaching, Learning and Assessment
1.	Take responsibility for the quality of the teaching, learning and assessment within area of the service reviewing teaching practices and standards through observing lessons and completing internal quality checks and audits of learner files on a regular basis. Document outcomes and provide constructive feedback to enable staff to improve performance in line with the Service's Teaching Learning and Assessment Framework.
2.	Work with tutors and teaching assistants to establish best practice in teaching methods and resources, including enrichment stands, building a resource bank of teaching materials and ideas
3.	Complete Deep Dive activities on themed topics as identified by managers and provide an evidence base for quarterly reports for senior leaders and support the annual Self Assessment process
4.	Work with the Curriculum and Quality Team to plan and deliver engaging CPD, Training and Standardisation sessions, which will include a process for professional development via peer development, to meet the needs of different curriculum areas and enrichment themes
	Business Development
5.	Be pro-active in identifying any new opportunities for the development of the provision, partnerships and improvements in ways of working to support quality, compliance and efficiencies and to ensure local priorities and needs are identified and appropriate provision is offered.
6.	Co-ordinate and jointly plan provision with the Direct Delivery Curriculum Managers to ensure our whole curriculum is joined up to support and enable positive progression pathways for learners.
7.	Support the Senior Manager to on-board new subcontractors and internal delivery partners as required.
	Performance Management
8.	Ensure learner and course documentation is completed to deadlines and complies with any relevant funding rules, Ofsted and Cambridgeshire Skills Quality and Exam Procedures, keeping up with developments in the sector.
9.	Contribute to the review of timely, accurate information and data at Contract Monitoring Visits to support management decision-making, improvement of learner recruitment, attendance, retention, achievement/success and progression and to satisfy all quality, awarding body and financial requirements.
10.	Contribute and assist with the marketing and promotion of courses to ensure that the

	provision is marketed effectively and in a timely way.
11.	Support the smooth running of the delivered provision ensuring that all internal and external queries, enquiries and requests are dealt with effectively
12.	Attend any external and internal meetings as directed to represent the organisation
	General / Compliance
13.	To demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
14.	To promote high standards of Health, Safety and Welfare, ensuring that the Service complies with statutory requirements.

Safeguarding commitment

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Minimum of Level 3	Teaching and Learning or Assessment	E
A level standard or equivalent	General Education	E
Minimum of Level 2	Literacy and Numeracy equivalent	E
Level 2	IT qualification	D

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge	Quality of Teaching, Learning and Assessments. Quality Assurance processes. Knowledge of Basic Skills (English/Maths and/or ESOL). Adult Education including Community Learning, Apprenticeships, Traineeships and SWAPs.	E
	Post 16 education sector. Ofsted Inspection.	D
Skills	Effective analytical skills. Highly effective co-ordination skills. Flexible attitude to the demands of the job. Positive, problem-solving and solution-based approach to work. Resilience under pressure. Excellent oral and written communication. Meeting targets and deadlines. Prioritising work. Leading by example. Demonstrating a can-do attitude. Doing what is needed to get the job done. Putting the learner and organization at the heart of everything we do.	E

Experience	Delivering Teaching, Learning and/or assessments. Delivery of stretching targets within budget. Implementing improvements in Teaching, Learning and Assessment and administrative functions and processes. Ability to demonstrate self-motivation.	E
	Project co-ordination.	D
Equal opportunities	Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.	
Safeguarding <i>(include for roles working with children/vulnerable adults)</i>	Demonstrate an understanding of the safe working practices that apply to this role.	
	Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced – X	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible X	Field	Home
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