

JOB DESCRIPTION	
Post Title	Curriculum Coordinator
Salary Grade	Grade J
Hours	37 hours per week
Location	One Angel Square, Northampton, NN11ED
Reports To	Curriculum Team Manager
Service Area	Public Health – Adult Learning Service
Purpose Of Post	To provide subject management across the Service in the following areas: Curriculum Planning, Development, Design and Delivery, Quality Improvement, Learner Support and Guidance.

Principal Responsibilities

1. Curriculum analysis, planning, organisation and development within an agreed area, with a particular emphasis on quality improvement, working with other curriculum co-ordinators to develop a full programme of delivery.
2. Teaching responsibility of up to 150 hours pa (pro rata) in negotiation with line manager.
3. Sessional tutor recruitment, selection and scheduled tutor and learner induction, together with ongoing assessment and support.
4. Quality improvement, curriculum monitoring and evaluation (including SAR), assuring high quality delivery of provision, in accordance with Service and Council policies and other relevant frameworks (eg Ofsted and/or external funders).
5. The management of tutors within curriculum areas.
6. Formal observations of tutors, and informal visits to sessions.
7. Work with external and internal partners and facilitate good relationships to develop provision (including events) to meet the needs of the customers.
8. Attendance and contribution to regular curriculum planning meetings, as well as occasional administration staff meetings.
9. High quality of customer care, including dealing with complaints.
10. Good level of recording and acting on data, i.e. for performance management.
11. Demonstrate an awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
12. 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.

13. Ability to travel between a variety of locations across the county.

14. 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.

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		
Post Title:	Curriculum Coordinator	
Grade	Grade J	
Service Area:	Adult Learning	
ATTRIBUTES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Education and Qualifications	<p>Minimum requirement: PTLLS or Award in Education and Training level 3 or significant teaching prior to 2007</p> <p>This post requires an enhanced DBS check for Adults and Children.</p>	<p>Level 5 teaching qualification and/or QTLS</p> <p>Lv3+ subject specialism</p> <p>Level 3 Assessors Award</p> <p>Level 4 IQA Award</p> <p>Level 3 IAG</p> <p>Level 4/5 subject specialism in Literacy, Numeracy or ESOL</p>
Experience and Knowledge	<p>Project Management working to tight deadlines</p> <p>Development & delivery of Adult Learning</p> <p>Management, supervision and support of sessional staff</p> <p>Developing and adapting programmes for learners with barriers to learning</p>	<p>Development of accredited learning programmes</p> <p>Experience in Curriculum Development</p> <p>Experience in Community Development</p>

Ability and Skills	<p>Understanding the application of quality assurance to achieve a high quality curriculum offer</p> <p>Knowledge and understanding of the role of Adult Learning</p> <p>Knowledge of the national issues relevant to Adult Learning</p> <p>Understanding the educational needs of diverse communities</p> <p>Substantial level of knowledge of own field of expertise</p> <p>Effective planning, administration & organisation skills</p> <p>Effective time management and prioritisation skills</p> <p>Good communication, negotiation and presentation skills oral and written</p> <p>Good teaching / training and course development skills</p> <p>Good practitioner/tutor with evidence of high standard of teaching skills</p> <p>Sound staff development and team building skills</p> <p>Ability to work unsupervised and high level of self motivation</p> <p>Ability to make appropriate decisions</p> <p>Ability to motivate individuals</p> <p>Ability to seek appropriate guidance and support</p> <p>Ability to manage meetings</p> <p>Possessing a strong customer focus ethos</p> <p>Commitment to a results oriented approach to their work</p> <p>Possessing a "can do" approach to problem solving</p> <p>Ability to travel between a variety of locations across the county</p>	<p>Able to teach a range of subjects</p> <p>Able to work with learners with physical and learning disabilities, mental health issues or learners from disadvantaged group</p> <p>Able to work with parents, carers and children</p> <p>Undertake IAG delivery</p> <p>Microsoft Office Skills</p>
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Health & Safety and Safeguarding	<p>Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs</p> <p>Demonstrate an understanding of the safe working practices that apply to this role.</p>	<p>First Aid trained</p> <p>Mental Health First Aid Trained</p>
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Disclosure level

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

Work type

What work type does this role fit into?	Fixed	Flexible	Field	Home
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