

Job Description

Summary

Job Title:	Curriculum Lead
Reporting to:	Head of College
Responsible for:	Lecturers and Tutors
Location:	Corseford College
Travelling Requirements:	Frequent Offsite,
Transportation Requirements:	Use of Pool
Contracted Hours:	35 hours per week
Times of Work:	Mon-Fri; 8.30 – 4.30
Referencing Requirements:	PVG or Disclosure Scotland: Enhanced
Registration Requirements:	GTCS

Job Purpose

To provide clear and effective leadership of designated staff, curriculum and resources to meet Capability Scotland and the College strategic objectives and ensure the delivery of effective student learning and high quality outcomes.

Key Responsibilities

Main Duties – Generic

1. To promote a sense of common purpose through the embodiment of Capability Scotland's Mission, Vision and Values
2. To ensure high standards of service delivery through the consistent application of recognised standards and established policies, procedures and practices
3. To work in a safe and effective manner at all times
4. To provide accurate and timely support to the College in the area(s) of responsibility, ensuring high levels of professional conduct at all times.
5. To ensure that relevant statutory provisions relating to health and safety, safeguarding and equality and diversity are adhered to.
6. To ensure that quality improvement and best practice are considered and discussed with colleagues and managers at all times to ensure the efficient and effective delivery of the College provision.
7. To create and sustain effective relationships with internal and external customers and other stakeholders and partners and to contribute to positive teaching and support teams across the College and Capability Services.
8. To participate in the Capability Scotland staff appraisal/performance management scheme and professional development arrangements.
9. To comply with the Capability Scotland GDPR and Data Protection Policy when handling personal data in the course of employment, including personal data relating to any employee, worker, contractor, student, customer, client, supplier or agent of the College.

10. To comply with Capability Scotland's IT Security Policy, Acceptable Use Policy and other relevant data policies and procedures including the Data Retention/Destruction Procedure.

Main Duties – Specific

1. To undertake the full role of lecturer (up to 11 hours per week) leading learning and developing, delivering and assessing curriculum in line with awarding body requirements and relevant professional standards, proportionate to allow for other promoted role duties.
2. To provide academic and curriculum leadership for designated curriculum staff and provision as appropriate.
3. To provide effective team leadership and line management support for designated staff and services in line with the Capability Scotland and College's Strategic Plan and Annual Priorities including:
 - a. leading and managing curriculum team, ensuring the development of innovative and effective learning, teaching, curriculum content/structure and related services;
 - b. organising and leading whole team meetings and activities, providing on-going leadership and direction for staff that delivers open communication and supports improvement;
 - c. providing inspiring leadership of learning, teaching and service delivery that ensures the engagement of learners and delivers learner success;
 - d. recruiting, inducting, developing, coaching and managing staff on an ongoing basis;
 - e. line-managing and supporting individual staff in their professional reflection and self-evaluation of activities, outcomes and performance;
 - f. developing, sharing, analysing and acting upon key data and metrics to inform team actions and improvements;
 - g. leading and managing the adoption and embedding of Capability Scotland and College values across all team activities, using these to support the engagement, equality, wellbeing and sustainability of students, staff, and activities;
 - h. managing and ensuring appropriate engagement with key quality activities and requirements, including resulting, course approvals, and internal & external verification;
 - i. operating as first line manager for performance, discipline, grievance, absence and other people management policies;
 - j. supporting staff in their continuous professional development and objective setting at a course team and individual level through effective use of self-evaluation, reflection, planning and leadership activities;

4. To work collaboratively with student support managers and support teams to lead, develop, support and plan arrangements that promote the smooth and effective running of programmes, including:
 - a. managing portfolio review and planning activities for the team, ensuring that course provision is relevant and up to date, and delivers clear, streamlined and successful student transitions;
 - b. identifying and managing student recruitment targets for the College in conjunction with the Head of College
 - c. monitoring, acting on, and reporting on student recruitment, attendance, retention and outcomes, as directed by the Head of College
 - d. managing positive learner behaviour, discipline and complaints;
5. Managing and ensuring effective student recruitment, induction, support and related activities;
6. Supporting the Head of College in the effective identification and utilisation of facilities and resources, including:
 - a. timetabling of programmes to ensure that deployment of staff and resources is efficient, effective and meets learner and curriculum needs;
 - b. planning, allocating, monitoring and controlling the distribution and utilisation of staffing and other resources.
 - c. maintaining academic, quality, monitoring and other records as may be required and to prepare and submit information, forecasts and reports where needed;
 - d. advising on resource and related requirements in respect of areas of curriculum specialism; managing and developing plans, activities and developments.
7. Engage actively in the identification and achievement of continuing professional development requirements and needs to ensure maintenance of skills/knowledge, professional registration and to support quality enhancement in learning, teaching and College provision.
8. To represent Capability Scotland and the College at external events, acting as a positive ambassador at all times.
9. Other duties as directed by the Head of College or as determined through team developments.
10. To lead on health and safety matters for team activities, ensuring that all tasks are carried out in accordance with the Capability Scotland health and safety policy and procedures to maintain a safe working environment.
11. To create and sustain effective relationships with employers, relevant partner organisations and awarding bodies at operational level for the operation and development of the curriculum.

To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management

Qualifications

- A Degree or equivalent relevant professional qualification (SCQF Level 9)
- Hold full registration with GTCS
- A full teaching qualification
- A Special Education Qualification (desirable)

Experience & Abilities

Experience

- Experience of successful, creative and innovative teaching in Further Education and ASN curriculum area leading to high quality outcomes.
- Experience of relevant statutory provisions relating to health and safety, safeguarding and equality and diversity
- Proven experience of developing and implementing new initiatives to support the teaching and learning process for complex needs learners which lead to improved learner outcomes
- Proven experience of contributing to curriculum planning.
- Experience of planning and evaluating provision including developing and contributing to self evaluation reports and action plans.
- Relevant and up to date experience of innovative use of ICT and AAC in programme delivery
- Proven track record of contributing to/managing the quality outcomes and compliance within an ASN curriculum area
- An in-depth and up to date knowledge of ASN and the qualifications offered in the curriculum area.
- An in-depth and up to date knowledge of the range of programmes/courses relevant to ASN post-school provision
- An in-depth and up to date knowledge of performance indicator targets

Skills and Abilities

- A proven ability to communicate and present effectively
- A proven ability to negotiate effectively.
- A committed team player with a proven ability to work effectively with teams with a critical and sensitive understanding of the roles of teaching and support staff.

- Effective leadership and management skills, inspires others to achieve personal and organisational goals.
- Relevant and up to date digital literacy.
- Proven ability to work flexibly to meet changing priorities and the demands of the post.

Personal Qualities

- Self-motivated and highly independent to achieve successful outcomes
- Commitment to Capability Scotland and College values and equal opportunities.
- Committed to people development.
- Committed to customer service and quality improvement.
- Ability to relate to people and communicate effectively with all stakeholders
- Able to develop positive working relationships
- Takes responsibility for own performance in order to achieve best practice and organisational effectiveness