

Directorate: Children, Young People and Education

Unit/Section: Community Learning and Skills (CLS)

Grade: KR9

Responsible to: Curriculum Manager

Purpose of the Job:

Plan and develop the curriculum for specified subjects in line with the business objectives. Manage and support delivery staff to provide high quality teaching, learning and assessment, also excellent learner retention, achievement, success and progression. Ensure the curriculum offer has clear and measurable intent, implementation and impact.

Main duties and responsibilities:

1. Direct, plan and develop the curriculum for the specified subject(s). Lead and manage the delivery of the programmes in response to CLS service requirements and targets including; funding, quality, Ofsted standards, awarding body standards, financial and participation growth targets.
2. Continuously review and develop the effectiveness of the curriculum offer through monitoring of the quality of curriculum content and teaching and learning.
3. Taking effective remedial action where necessary to ensure optimum performance and ongoing quality improvement.
4. Provide high quality pre-course information and initial assessment processes that ensure learners are on the right course for them to be successful.
5. Manage and support tutors, assessors and delivery staff through recruitment, induction, performance management and continuous professional development in line with KCC/CLS procedures to enable learners to achieve their individual outcome targets. Ensure Tutors undertake regular Continuing Professional Development (CPD) and mandatory CLS training to ensure all activities follow a learner centered approach.
6. Analyse management information and data reports in order to effectively manage programme performance, maximize available funding, meet and contribute to budget requirements and feed into curriculum planning.

7. Develop working relationships with employers, partners and other organisations at operational management levels within the relevant and appropriate sectors.
8. Ensure and maintain quality standards for awarding body and accreditation systems including assessment and IQA/EQA requirements to ensure learner success.
9. Investigate and contribute to the development of alternative curriculum delivery solutions that promote access and flexibility, including information learning technologies, in order to meet customer demands and ensure that CLS remains a market leader.
10. Support the on-going provision of information, advice and guidance to learners including signposting to appropriate organisations and specialist providers, be aware of and contribute to CLS marketing activities including social media.
11. Comply with and / or operate within:
 - Health and Safety procedures
 - As appropriate act as a 'buddy' to colleagues if required to support personal Health and Safety
 - Operate and understand Safeguarding requirements
 - Equality & Diversity requirements
 - CLS Quality standards and other requirements
 - Actively promote the Prevent Agenda, British Values, Equality and Fairness in all work areas and activities including KCC behaviours and guidelines.
 - Data protection and Informational Governance (General Data Protection Regulations).
12. Ensure you keep up to date, attend CPD events and operate a quality improvement cycle for your area/curriculum that includes continuing professional development.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

Kent County Council

Person Specification: Curriculum Leader – Adult Learning

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none">• Relevant Professional Qualification• Management qualification level 4 or relevant experience• Teaching, Training, Assessor qualification relevant to subject (including subject specific qualification)• Holding or working toward an appropriate management qualification or standard such as KCC's Kent Manager or Future Manager programme
EXPERIENCE	<ul style="list-style-type: none">• Experience of working in a management position within an education setting, including operational and performance management of staff, and quality assurance• Experience of government funding• Experience of managing (subject) for both qualification and non-qualification programmes• Experience of quality assurance and compliance
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Able to establish and maintain effective working relationships• Be Financially astute• Good presentation and interpersonal skills• Design, development and implement of learning programmes• Proven skills in ICT, including interpretation and reporting data and reports• Ability to organise, prioritise and work autonomously, meet targets and manage tasks within limitations of time and resources• Ability to travel in a timely manner to meet the requirements of the service• Flexible to work at various times of the day/evening and locations to meet customer need
KNOWLEDGE	<ul style="list-style-type: none">• Knowledge of government funding requirements• Awareness of Information Governance, Data Protection and confidentiality issues• Knowledge of KCC and national legislation relating to Health and Safety, Equality and Diversity, Safeguarding/Prevent, British Values, Ofsted requirements and other relevant statutory information

CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Open to innovate and change - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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