

As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Curriculum Manager - Social Sciences?**

Job Title	Curriculum Manager - Social Sciences
Ref No.	ME2425126
Department	Academic and Professional Studies
Reporting to	Assistant Principal - Academic and Professional Studies
Responsible for	Teachers, Teachers with Coordination Duties, Hourly-Paid Teachers, Academic Coaches, Technicians/Technician Demonstrators and other Professional Services role as appropriate to the curriculum area.
Location	Northampton, Booth Lane Campus
Salary	In the range of £50,587 - £58,203 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
Hours	37 hours per week, 52 Weeks per year
Contract Type	Permanent

We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).

If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.

REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 46 days annual leave, comprising 35 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Teachers' Pension Scheme (a defined benefit scheme including an employer contribution rate of 28.68%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



Job Description

Role Purpose

To provide high-quality operational leadership and management for the planning, delivery, and development of designated curriculum and/or cross-College areas of responsibility, ensuring the curriculum meets the interests of students, apprentices and the skills requirements of employers, Higher Education (HE) and the local community. To act as a role model within the curriculum area, reflecting the knowledge, skills and behaviour expected in the industries that students and apprentices progress to. To effectively deliver on resource and budget management, quality processes and performance management of staff within the curriculum area. To ensure an excellent student experience and high outcomes for students in the curriculum area. To be an effective teacher and to contribute to and implement the College approaches to the delivery of effective teaching, learning and assessment. To work collaboratively with cross-College managers to make effective contributions to the work of the College and the effective implementation of corporate, strategic, and operational priorities.

Main Duties and Responsibilities

1. To undertake a teaching commitment as defined by the College, normally 422 hours per year during the academic year.
2. To lead and manage the curriculum area with integrity, and in accordance with relevant College policies, to ensure that staff are fully engaged and produce good results through motivational performance management. To lead on the selection of appropriate talent to meet student needs. To support induction training and fulfil probation processes and procedures. To ensure that performance management of all staff in the area is regularly monitored and reviewed, and staff are appropriately supported to achieve high levels of performance against agreed College indicators and targets.
3. To take the lead in curriculum planning for the area, anticipating delivery requirements and responding to government, industry, and awarding body requirements across all funding streams. To liaise with the Assistant Principal and any other relevant managers to form a course file.
4. To manage resources in the curriculum area including budgets, timetabling, and staff utilisation. To take responsibility for health and safety audits and risk assessment as applicable for specialist areas and workshops.
5. To support, monitor and develop all aspects of teaching, learning and assessment in the area. To contribute to the College's approach for improving teaching and learning and assessment on an on-going basis through the application of observations, learning walks and other strategies which are supportive of staff, have high and realistic aspirations and build a culture of self-reflection and self-improvement.
6. To regularly monitor student progress within the curriculum area, formally reporting at Curriculum Monitoring Meetings as part of the quality review cycle. To liaise with teachers and other relevant staff to make timely interventions as necessary to support student success.
7. To ensure students receive timely and impactful feedback including verbal; written; individual; group; formative, and summative feedback.
8. To ensure teachers have prepared students for external assessments and that assessment and internal verification for the area meets awarding organisations' requirements. To liaise with external Awarding Body Verifiers, relevant Examination Boards, and the examinations office regarding assessment results and examinations.

9. To ensure that quality processes for all aspects of provision within the curriculum area are effectively adhered to and meet the standards of the relevant inspection body. To lead the self-assessment process for the curriculum and produce effective quality improvement plans.
10. To work closely with teachers and relevant support staff in the area to ensure student retention, pass rates and achievement targets are successfully secured including for English and maths.
11. To ensure the area follows the College's English and maths and Digital Technology strategies. To work with colleagues to ensure that students make good progress in these areas.
12. To take overall responsibility for student attendance punctuality, and behaviour in the area liaising with other colleagues as appropriate. To implement the College's Student Behaviour Policy, including the student disciplinary process, in the area.
13. To work closely with specialist support areas of the College to ensure the needs of students with Education, Health and Care Plans (EHCPs) and/or high needs are met. To collaborate with relevant colleagues to ensure the health and well-being needs of all students in the curriculum area are identified and supported.
14. To work with your team to provide a rich student experience that results in high achievement and progression rates and high levels of student satisfaction. To seek and respond to student feedback and create and support initiatives to empower them.
15. To work with your team to proactively engage with appropriate external agencies to promote the curriculum area. To provide opportunities for stakeholders to shape the curriculum and enhance the delivery ensuring that the interests of students and the skills, knowledge and behavior requirements of employers, higher education and other stakeholders are met.
16. To play an active part in College meetings and contribute to the operational planning of the College and delivery of the strategic objectives.
17. To carry out examination invigilation duties as required.

Person Specification

	Essential	Desirable
Education	<ul style="list-style-type: none"> English and maths GCSE grade C/4 or above Qualified Teacher (Postgraduate Certificate in Education (PGCE)/Certificate in Education (CertEd) or Diploma in Teaching in the Lifelong Learning Sector (DTLLS)) Level 5 academic qualification or equivalent vocational experience 	
Knowledge	<ul style="list-style-type: none"> Broad academic attainment and industry-based aptitude. Awareness and appreciation of the impact of awarding organisations' expectations for the delivery of qualifications covered within the role. Knowledge of successful pedagogy and up-to-date teaching, learning, and assessment strategies that inform best practice for the successful delivery of the curriculum Understanding of the need for, and commitment to, an excellent pastoral care system to support students in their academic and vocational activities Understanding of how the needs and interests of students with additional needs and/or challenging behaviours are met in the classroom Understanding of, and commitment to, the principles of equity, inclusion and belonging Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting Understanding of the principles of data protection 	
Skills	<ul style="list-style-type: none"> Demonstrated aptitude to coach, tutor and teach Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, students and stakeholders Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines High levels of attention to detail and accuracy Ability to provide a responsive and professional level of customer service at all times 	
Experience	<ul style="list-style-type: none"> Recent teaching experience Relevant industry experience which covers the scope of qualifications to be managed in the role Experience of leading, managing, motivating, and building a successful team Experience of coordinating areas of work 	

	Essential	Desirable
Attributes	<ul style="list-style-type: none"> • Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence • Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach • Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions • Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments • Priorities the needs of the team, customer, and the organisation • High degree of integrity and honesty • Empathetic: demonstrates thoughtfulness towards others • Resilience: able to recover from setbacks quickly • Self-motivated: demonstrates initiative, positivity, and a proactive approach • Positive role model for students 	

GENERAL

You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

