

### Role Profile

<b>Role Title</b>	Director of Curriculum
<b>Reporting To</b>	Principal, Harrogate College
<b>Department</b>	FE Curriculum, Harrogate
<b>Salary:</b>	£50,000 per annum
<b>Version Date</b>	May 2018

#### Role Purpose

To be responsible for the strategic leadership and effective management of performance for curriculum. Working with colleagues from Quality and Learner Services to secure outstanding teaching, learning and assessment, and high levels of student success whilst delivering an efficient curriculum offer that meets key stakeholder and student needs.

#### Key Responsibilities

1. Contribute to the strategic planning process with senior colleagues that promotes outstanding performance.
2. Monitor and review the progress of curriculum and quality plans and enhance the curriculum performance compared to the National benchmarks.
3. Lead and be accountable for financial management and income generation, including effective management of budgets.
4. Lead, manage and direct Assistant Directors across the area, ensuring that staff are motivated, developed, encouraged, and supported effectively.
5. Lead the Assistant Directors in developing the talent pool within the operational team so that there is succession planning and an appropriate structure in place to maintain an outstanding experience and service to learners, employers and other stakeholders.
6. Establish and be accountable for the achievement of performance targets in respect of student recruitment, retention, achievement, value added, progression, destination and success rates.
7. Deliver highly effective communications across the curriculum areas, and the College as a whole, guaranteeing the staff are informed about key business priorities and the tasks and activities required to achieve these.
8. Provide reports to the Senior Leadership Team (SLT) as appropriate.
9. Work closely with SLT to ensure that appropriate resources for learning are in place.
10. Work closely with SLT to ensure that the needs of local businesses and community are met.
11. Ensure that curriculum efficiency is maximised through appropriate College systems.
12. Anticipate changes in the external environment, and be pro-active in exploring the implications for the College and make recommendations to the Principal and SLT in order to best position the College for the future

13. Proactively monitor attendance levels and work closely with Assistant Directors to improve attendance levels across all curriculum areas.
14. Oversee the arrangements of College Open Events and alike, and create / maintain good relationships with the main feeder schools / academies.
15. Oversee an effective curriculum plan that makes a positive contribution, which ensures a dynamic curriculum offer which is attractive to learners and maximises progression to higher levels of study or employment.
16. Oversee the development of external work experience and entrepreneurialism within curriculum areas.
17. Oversee the implementation of teaching, learning and assessment strategies that lead to excellent outcomes for learners and apprentices ensuring a culture of high expectations is promoted.
18. Contribute to the motivation of staff by conducting the Annual Staff Performance Development Review (ASPDR), probationary assessments and other staff performance processes.
19. Ensure effective performance management of staff within the division and across all sites, setting appropriate and stretching performance targets and regularly reviewing performance, with interventions as necessary.
20. Represent the College at internal and external meetings, working with a range of stakeholders including weekend and evening events.
21. Positively comply and contribute the College's policies and procedures, particularly in relation to Data Protection, Equal Opportunities, and Health and to ensure the College meets its objectives and provides a safe and healthy environment for all.
22. Have a personal responsibility for Safeguarding and promoting the welfare of children, young people and vulnerable adults to ensure compliance with Safeguarding policies and procedures.

**Person Specification**

**Director of Curriculum**

	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>		
First degree or relevant professional qualification	✓	
Evidence of commitment to personal development and continuing improvement	✓	
Higher Degree		✓
Post graduate Teaching or Education Qualification or Certificate in Education	✓	
Level 5 Management Qualification		✓
Minimum level 2 in Maths and English	✓	
<b>KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)</b>		
Successful track record of senior leadership and management in the further education sector	✓	
Background of successful curriculum delivery and leading a team to achieve excellent outcomes for students	✓	
Experience of leading, managing, inspiring and motivating staff to achieve challenging targets and common goals	✓	
Experience and knowledge of the learning and skills sector and the challenges and opportunities it faces	✓	
Proven experience of leading a team to achieve good to outstanding success rates.	✓	
Proven experience in improving and maintaining quality	✓	
Experience of effective budget and resource management	✓	
Building and sustaining effective and successful working relationships with partner organisations and external stakeholders demonstrating high level networking skills	✓	
Understanding and knowledge of the FE funding system, relevant qualification frameworks and accreditation arrangements	✓	
Experience of carrying out high levels of analysis of performance data in order to facilitate strategies which ensure continuous improvement in teaching, learning and assessment	✓	
A sound understanding and knowledge of regulatory and inspection frameworks in FE and Apprenticeships, and be responsive to Government policy	✓	
<b>SKILLS AND ABILITIES</b>		
The qualities of a strategic thinker and the ability to thrive in a complex environment	✓	
Strong motivational leadership skills that develop excellent teams	✓	
The ability and resilience to work under pressure and support others to do so	✓	
A positive can do attitude and a passion and enthusiasm for the FE sector, focused on achievement and continuous improvement	✓	
The ability to be both decisive and reflective, dependent on the situation	✓	

The ability to use creativity and imagination to anticipate and solve problems	✓	
Excellent communication and interpersonal skills	✓	
Highly effective consultation, motivational and negotiation skills	✓	
Able to understand, analyse and make effective use of a wide range of data	✓	
Diplomacy and tact	✓	
Project management skills		✓
Commitment to equality and diversity	✓	
Ability to travel between all of the Group's sites	✓	
Ability to work flexibly, including evening and weekend work	✓	