

Role Profile

Role Title	Assistant Director of Curriculum
Reporting To	Director of Curriculum
Department	
Pay Grade	Management Grade
Version Date	February 2018

Role Purpose

To support the Director of Curriculum and Hull College Group Senior Leadership Team to provide high quality management, leadership and guidance across the curriculum and to provide an excellent learning experience which ensures high achievement for all students, through exemplary practice in learning, teaching and assessment.

To teach, facilitate and assess learning for an average of 3 hours per week, in line with the duties for Lecturers.

Key Responsibilities

- 1 Provide day to day line management for all staff within the area of responsibility.
- 2 Manage the delivery and future development of the curriculum offer, in conjunction with the Director of Curriculum, including the development of new provision in conjunction with HCUK Training and other key stakeholders.
- 3 Liaise with the central Planning and Timetabling Office to ensure the efficient timetabling of courses and the coordination of staffing, including cover for sickness and other absence.
- 4 Work with Quality Managers and staff to lead on improvements to the quality of teaching, learning and assessment and the motivation of staff by conducting staff appraisals, probationary assessments and other staff performance processes to ensure that individual staff teaching and learning action plans are addressed, improvements are achieved and are reflected within the ASDPR process
- 5 Contribute effectively towards the HCUK Self-Assessment process and actively engage with the Quality Managers and curriculum teams in the production of the annual Self-Assessment Report ensuring the process has significant impact on quality improvement for every course within the curriculum area.
- 6 Accountable for the accuracy and completeness of published information for the Curriculum area and assist in the arrangement and implementation of curriculum marketing and associated events in conjunction with the Executive Director of Marketing
- 7 Accountable for ensuring that staff record data and information in an accurate and timely manner, including registers, withdrawals, transfers, assessments, examination results and student progress.
- 8 Delivery of high quality, learner focused education for an average of 3 hours each week (108 hours per year)
- 9 Represent the College at internal and external meetings, working with a range of stakeholders including weekend and evening events.

- 10 Accountable for ensuring that staff within Curriculum areas take responsibility for leading, supporting and coordinating course activities, and for taking internal verification responsibilities
- 11 Responsible for financial management, including the effective management of budgets for the curriculum area as agreed with the HCUK Group Finance Director and Director of Curriculum.
- 12 Actively comply and contribute to the College's policies and procedures, particularly in relation to Health and Safety, Safeguarding, Equal Opportunities and Data Protection

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**Person Specification
Assistant Director of Curriculum**

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Qualified to degree level or equivalent professional qualification	✓		AF/Cert
Evidence of commitment to personal development and continuing improvement	✓		AF/Cert
Post graduate Teaching or Education Qualification or Certificate in Education	✓		AF/Cert
Minimum level 2 in Maths and English	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Proven and current Good or Outstanding teaching and learning practitioner	✓		AF/IV
Successful and experienced background in delivery of curriculum	✓		AF/IV
Curriculum delivery experience across a range of programmes	✓		AF/IV
Knowledge of major curriculum changes and government policy in relation to curriculum specialism	✓		AF/IV
Experience of OFSTED – Common Inspection Framework		✓	AF/IV
Knowledge and experience of EFQM/TQS Process		✓	AF/IV
Experience of leading a team to achieve good to outstanding success rates.	✓		AF/IV
Proven experience in improving and maintaining quality	✓		AF/IV
Knowledge of major curriculum changes and government policy	✓		AF/IV
Successful experience of managing people	✓		AF/IV
SKILLS AND ABILITIES			
Budgetary management skills		✓	AF/IV
Highly developed oral, written and presentational skills	✓		AF/IV
Highly effective consultation, motivational and negotiation skills	✓		AF/IV
Diplomacy and tact		✓	AF/IV
Project management skills		✓	AF/IV
Networking skills		✓	AF/IV
Ability to multi-task		✓	AF/IV
Able to develop self and others	✓		AF/IV
Ability to travel between all of the Group's sites	✓		AF/IV
Ability to work flexibly, including evening and weekend work	✓		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV =

Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert =

Certificate checked at interview

Employee Signed:

Print:

Date:

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