

## **Job Description**

### **Curriculum Lead**

#### **Purpose of the Post**

Responsibility for assisting the Head of Learning Centre in managing a department, including leading on a specific curriculum area, demonstrating a thorough understanding of EC levels (AEC 1 – 10, E2/E3), assisting with the development of curriculum units, allocation of resources, supervision and support of staff in line with the College statement of intent and core principles.

The Curriculum Lead will work under the supervision of the Head of College, Assistant Head and the Head of Learning Centre to assist in leading the staff team in the provision of high quality education within the remit of the policies adopted by governors.

The Curriculum Lead will actively seek to model good practice and to promote the work of the College in order to maintain its high reputation.

#### **Reporting Relationships**

The Curriculum Lead will report to the Head of Learning Centre.

#### **Functional Links**

The Curriculum Lead will be expected to work in collaboration with allied professionals and will need to maintain links with a variety of bodies. These will include:-

- Students and their carers, advocates
- Other professionals working with students
- Education Departments
- Community Services
- Southwark PCT
- Voluntary bodies

#### **Duties and Responsibilities**

In conjunction with the Head of Learning Centre will be responsible for:-

1. Assisting with the development of appropriate curriculum, linked to the whole College curriculum, for learners ensuring that learning experiences are organised in a progression which supports the development of the individual student around personal, social and employability targets.

2. Leading on a specific, identified curriculum area, demonstrating sound knowledge and a thorough understanding of EC levels (AEC 1 – 10, E2/E3), to improve delivery and practice. The key areas are:
  - Challenging behaviour.
  - Functional Skills (AEC 1 – 10, E2/E3)
  - PMLD and SLD
  - Traineeship and MLD programmes
3. Drafting curriculum units, schemes of work and programmes of learning to support innovation and effective curriculum delivery.
4. Responsible for monitoring the delivery of provision to ensure that delivery complies with the schedule agreed with the funding body.
5. Robustly monitoring accredited and RARPA programmes in given curriculum area and supporting achievement grades in curriculum area.
6. Monitoring progress within units, to ensure achievement gaps are narrowing within programmes and appropriate tracking documentation is completed.
7. Tracking progress from starting points to transition.
8. Ensuring the timely submission/management/tracking of curriculum /centre data.
9. Supporting Head of Learning Centre with centre documentation to support curriculum progression in/outside the college.
10. Liaising with awarding bodies.
11. Responsibility for IV monitoring.
12. Developing and supporting the use of e-learning resources.
13. Planning, implementation, monitoring and evaluation of a maximum of 8 contact (teaching) sessions weekly, including 1 evening.
14. Demonstrating consistently good-outstanding practice in planning and delivery of learner programmes within teaching practice.
15. Assisting with management of the department team. This will include daily organisation and monitoring, mentoring, training, supervision and support of staff and management of internal communication systems.

16. Effective planning and delivery of partnership work with therapists/nurses and external providers in curriculum area.
17. Assisting Head of Learning Centre with monitoring of centre targets.
18. Developing a positive and progressive learner/centre experience that is supported in good learner, parent and stakeholder feedback.
19. Supporting good to better teaching and support grades in curriculum area.
20. Performance Review of staff.
21. Effective assessment, recording and reporting of student progress.
22. Planning, co-ordination and implementation of training workshops as required, including training and coaching of peers.
23. Ensuring the Health and Safety of staff and students and visitors in keeping with the College Health and Safety policy. Responsible for risk assessment and dealing with hazards, accidents and incidents and reporting these to the Head of Learning Centre.
24. The identification of appropriate teaching equipment, repair and maintenance/replacement within the allocated budget. Reporting inventory changes to the Administrative Assistant: Finance. Requisition of equipment will follow whole College procedure.
25. Establishing and maintaining external relationships, including co-ordination and quality monitoring of external communications systems with carers, professionals and others.
26. Leadership of internal and external meetings to include:
  - Lecturers' Information and planning meeting
  - Staff meetings
  - Support meetings
  - Student Review meetings
27. Attendance at evening meetings will be required at times.
28. Co-ordination of submission of written reports for student review meetings.
29. Raising awareness of the work of the College and its students, including planning and delivery of external training, presentations, contributing to journals and publications.
30. Contributing to the identification of objectives for the continued development of the College.

31. Facilitating effective implementation of identified development objectives within available resources.
32. Participation in appropriate staff development opportunities to up-date or develop new skills.
33. Actively promoting the safeguarding and well-being of learners with severe, profound and multiple learning difficulties and disabilities, who may communicate using challenging behaviour.
34. Actively promoting equality and diversity, recognizing and actively challenging stereotyping, prejudice and discrimination ensuring that these principles permeate all working practices.
35. Carry out the responsibilities of this post with due regard to the College's Equality and Diversity Policy, Safeguarding policies, Health and Safety Policy and all other College policies and procedures.
36. Make use of ICT in undertaking the duties of the role and as required in the course of employment.
37. Any other similar duties appropriate to the level of the post, as may be required by the Head of College and the Principal.