

Job Description



Job Title: Curriculum Co-ordinator – <i>Subject Specialist</i>	Service Area: Our Newham – Learning & Skills	
Directorate: Community Wealth Building	Post Number: Fusion	Evaluation Number: 6721
Grade: P04	Date last updated:	

People at the heart of everything we do

We are committed to putting people – Newham residents and Council staff – at the heart of all we do. Our approach is a collaborative joint enterprise between residents, the Mayor, Members, Council staff and the Corporate Management Team.

Equality and diversity

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity policy in the course of their work.

Protecting our staff and services

Adherence to health and safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good health and safety practices and manage risks appropriately.

Corporate parent

We believe that every member of staff working for Newham Council should understand and fulfil our corporate parenting responsibilities for our looked after children that we have under the Children and Social Work Act 2017.

Background

Newham Community Wealth Building

Newham has launched its Community Wealth Building strategy, underpinned by the principles of economic, social and environmental justice; so that long-term prosperity, wellbeing and fairness for all our residents in the Borough is achieved.

As well as attracting growth and investment into the borough, the Council's Community Wealth Building (CWB) strategy will help unleash the potential of residents, businesses and the voluntary sector because they are the source of wealth and talent that will drive a fairer and more prosperous Newham.

The CWB strategy will help the Council tackle injustices residents face with an unrelenting focus on poverty in the Borough, as well as addressing racial and gendered disparities that exists.

Overall Purpose of Job

The post holder will have responsibility for the operational management of their specific subject specialism. This includes the leadership and professional development of teaching and support staff, co-ordination of accredited and non-accredited courses across all levels of provision, monitoring and reporting on student progress and performance, quality assurance, and the management of departmental resources. The post holder will be responsible for leading the subject area's curriculum development, with new programme/course development and approval by the awarding organisations.

The post holder will also support the Curriculum Manager in providing strategic leadership and management to the subject area in line with the Our Newham – Learning & Skills strategic priorities and will contribute to cross-council initiatives to support whole organisation development.

Job Summary

Grade:	P04
Teaching commitment:	432 contact hours per academic year
Responsible to:	Curriculum Manager
Responsible for:	Tutors and other staff /volunteers working within the subject area as delegated by the Curriculum Manager .

Key Tasks and Accountabilities:

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the post holder. This is not an exhaustive list of all tasks that may fall to the post holder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To undertake all responsibilities listed below:

Ensure students and potential students associated with the subject area's portfolio of programmes/courses are provided with an excellent student experience and high-quality learning, teaching and assessment.

1. Be responsible for the effective and efficient delivery of high-quality learning, teaching and assessment. Oversee the management of effective student learning, ensuring that the subject area achieves or retains outstanding judgments from external stakeholders, including Ofsted and other external regulatory bodies.
2. Undertake approximately **432** annualised hours of teaching every year including tutorials as required. (The amount of teaching required by the post holder can be flexed depending on the amount of provision and operational needs). Deliver high-quality teaching, leading by example.

3. Support the Curriculum Manager in achieving annual targets, raising standards, improving attendance, retention and achievement rates and raising the quality of learning, teaching and assessment by leading on quality improvement for the subject area.
4. Embed an aspirational culture with students and staff across the curriculum area.
5. Undertake observations of learning, teaching and assessment and provide tutors with relevant constructive feedback and appropriate action plans to assist them in developing their practice. Follow up action plans progress and provide on-going support and guidance as required.
6. Lead IQA and ensure that internal verification of all awards offered by the team meets national, awarding body and Service requirements. Use the Quality Framework to continually drive improvement in the area.
7. Monitor enrolments, attendance, retention and achievement rates, evaluating data and reporting trends to the Curriculum Manager, taking responsibility for achievement above national benchmarks and set KPIs and taking action as appropriate.
8. Proactively foster the use of digital technologies and drive innovation within the delivery of teaching, including an emphasis on e-learning and ensure the organisation's Digital Strategy is embedded into the curriculum.
9. Ensure equality and diversity and British values are embedded into the curriculum, including in your own teaching, and that teaching staff are attentive to these areas.
10. In liaison with the business support teams, co-ordinate examinations and assessments and liaise with the Additional Learning Support team to implement reasonable adjustments for students with disabilities and learning difficulties.
11. Fulfil any administrative duties as required to ensure the effective running of the subject area, responding to course enquiries where appropriate, taking part in open days, interviewing students etc.
12. Investigate, respond and act on student complaints appropriately and in accordance with council procedure, liaising with the Curriculum Manager as appropriate.

Offer clear academic leadership to all staff involved with the subject area, motivate and develop others and ensure the team put learners at the heart of everything we do.

13. Provide inspirational leadership and management to the teaching and support staff which puts students and service users first and drives ambition to provide outstanding learner experience.
14. Lead on the recruitment and selection of tutors and other relevant staff for the subject area where appropriate. Induct new tutors and manage their probation and appraise staff as appropriate using the council's procedures.
15. Contribute to or deliver relevant training and staff development opportunities, encourage ongoing scholarly activity and professional development to enhance

programme delivery. Support, mentor, coach and develop staff. Assist with cross-council staff development as appropriate.

16. Arrange cover for absent tutors and deputise where appropriate.

17. Manage team performance (tutors, other staff working and volunteer within the subject area as delegated by the curriculum manager) and organise team meetings. Undertake one to one meetings with tutors and direct line reports. Deal with any absence, conduct, capability or grievance issues regarding staff in accordance with council procedure, liaising with the Curriculum Manager and Human Resources as appropriate.

18. Ensure appropriate and timely information is provided to Human Resources and Finance to ensure the accurate contracting and payment of staff.

Other Duties

19. Be committed to Continuous Professional Development (CPD), keeping up-to-date and meeting any annual requirement for CPD and scholarly activity as required.

20. Contribute to the effective management and promotion of equality, diversity inclusion, leading by example.

21. Work in accordance with the Health & Safety at Work Act and the council Safeguarding and Prevent procedures, ensuring the council is a safe environment for staff, students and visitors.

22. Work at all times in accordance with council's policies and procedures, using them consistently and appropriately in the management of the subject area.

23. Undertake duty management on a rota basis.

24. Work flexibly across the Learning & Skills service according to the needs of the service, which might include evenings, weekends and occasional public holidays, in order to meet service requirements.

25. Carry out such duties as may be required from time to time by the council that are appropriate to the grade of the post.

Person Specification



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IMPORTANT INFORMATION FOR APPLICANTS

The criteria listed in this Person Specification are all essential to the job. Where the Method of Assessment is stated to be the Application Form, your application needs to demonstrate clearly and concisely how you meet each of the criteria, even if other methods of assessment are also shown. If you do not address these criteria fully, or if we do not consider that you meet them, you will not be shortlisted. Please give specific examples wherever possible.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work.

PROTECTING OUR STAFF AND SERVICES

Adherence to Health and Safety requirements and proper risk management is required from all employees in so far as is relevant to their role. All employees are expected to understand and promote good Health and Safety practices and manage risks appropriately.

CRITERIA- Essential	METHOD OF ASSESSMENT
<p>KNOWLEDGE:</p> <p>A good understanding of quality assurance and commitment to customer care, with the ability to deliver quality improvement and an excellent learner experience.</p> <p>An excellent understanding of the diverse needs of adult learners and the ability to respond to those needs to support progress.</p> <p>Understanding of the Education Inspection Framework.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>EDUCATION/QUALIFICATIONS</p> <p>DTLLS /PGCE / Cert Ed/ Level 5 Diploma in Education & Training or equivalent.</p>	<p>Application Form/Interview</p>

Relevant subject specific qualification and/or expertise at degree level or above.	Application Form/Interview
<p>SKILLS AND ABILITIES:</p> <p>EXPERIENCE:</p> <p>Proven experience of leading 19+ study programmes, including effectively assessing and advising students.</p> <p>Solid experience of teaching a relevant subject at a range of levels and the ability to lead by example as an excellent teacher.</p> <p>Experience of curriculum development with the ability to develop the programme to increase market share.</p> <p>Experience of effectively managing a team of academic staff with the proven ability to effectively recruit, induct, observe, support and manage the performance of a team of tutors.</p> <p>Significant experience of using digital technologies to facilitate high quality learning and teaching.</p> <p>Demonstrable ability to inspire others and achieve positive impact on student achievement and experience.</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>PERSONAL STYLE AND BEHAVIOUR:</p> <p>Enthusiasm for the subject taught with up to date subject knowledge and understanding of relevant pedagogical developments</p> <p>Excellent interpersonal skills with the ability to inspire, motivate and lead a team</p> <p>The proven ability to think strategically and analyse complex problems</p> <p>Proven excellent organisational and administrative skills with the ability to work to deadlines and targets</p> <p>Good IT skills with the ability to support teaching, learning and assessment in an online, classroom and blended environment.</p> <p>Strong commitment to learner success</p> <p>Have a commitment to and be able to demonstrate knowledge of health and safety, safeguarding and equality and diversity as appropriate to the post</p>	<p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p> <p>Application Form/Interview</p>
<p>OTHER SPECIAL REQUIREMENTS:</p> <p>Willingness and ability to work flexibility to meet the needs service delivery.</p>	Application Form/Interview

Willingness to work independently as well as with any relevant stakeholders	Application Form/Interview
Duties undertaken by this post will require the post holder to have a fully enhanced DBS	Application Form/Interview
This post is exempt from The Rehabilitation of Offenders Act (1974) .	Application Form/Interview