

JOB DESCRIPTION

Job Title	Curriculum Manager – Business & Accounting
Contract	Permanent, Full time, through a year
Job location	Elm Park Campus, Stanmore
Department	Business & Accounting
Reports to	Assistant Principal – Study Program
Salary Scale	£46,078 - £49,718 per annum

Job Purpose:

The post holder leads a team within a Business and Accounting department. To teach and assess on a range of courses within the subject area and act as a tutor to groups of students. To uphold rigorous quality assurance and improvement as the lead internal verifier within the programme area across levels in your subject specialism.

To carry out all associated duties in line with the Departments Quality Improvement, key performance indicators and College strategic priorities and the College, Teaching, Learning and Assessment Standards.

To uphold and maintain positive student behaviours and attitudes by contributing to the college duty manager rota on a regular basis along with upholding the highest standards in tutoring and pastoral care.

Overall purpose of the job:

- To manage the department of the area of Business and Accounting ensuring a high quality, cost effective, efficient and legally compliant curriculum is provided or commissioned in a culture in which innovation is encouraged.
- High performance is recognised, and success is celebrated whilst also contributing to the overall achievement and outcomes and the success of the study programmes at the College.
- To liaise with curriculum staff within vocational area as well as the English team to support staff to facilitate the smooth organisation and effective utilization of staffing and physical resources to optimise the student learning experience.
- To ensure recruitment, retention and achievement in learners are fully supported and facilitated.
- To be responsible for the management of the Business and Accounting element of the study programme and the learning programmes associated with professional services for adult learners.

Specific Duties:

1. To manage the staff within the curriculum area of Business and Accounting and be responsible for delivery of a portfolio of innovative and market lead learning programmes relating to Professional Services. Ensuring their viability, value for money, quality and effectiveness in line with the colleges strategic plan.
2. Leading and line managing a group of staff associated with the courses within the curriculum area. Carrying out appraisals, performance management meetings and professional development reviews and setting and monitoring action plans for staff where required
3. Build/maintain a strong team ethos by promoting collaboration, accountability, and shared goals, while providing ongoing coaching, mentorship, and training to direct reports to support their professional growth and performance.
4. To co-ordinate the team during student recruitment and college marketing events (enrolment, induction, open days, marketing events, parents' evenings and interview evenings)
5. To manage and lead course delivery and related support ensuring high teaching, learning and assessment and course delivery standards and success are achieved
6. Ensure that all programmes are appropriately staffed, resourced and timetabled.
7. Communicating key information, new initiatives and developments to learners, the team and key stakeholders and ensuring the effective implementation of key decisions, convening team meetings as appropriate and keeping minutes and ensuring the student voice is included
8. Taking action to support and address all Business and accounting students in the area that do not meet the standards of behaviour required by the College, including attendance and punctuality in accordance with student behaviour policy.
9. To put interventions in for learners that are at academic risk, and ensuring learners are being supported in achieving their next stage of progression be it Higher education, Apprenticeship or employment.
10. To support the Assistant Principal in ensuring statutory regulatory and key responsible issue relating to the management of the curriculum across all learning areas of responsibility is adhered to.
11. To implement an effective model of standard professionalism and positive culture through strong leadership and building effective and efficient teams.
12. Ensure that the curriculum area hits the targets underpinning the strategic plan. This includes working with the team to liaise with employers to make the provision relevant to industry
13. To oversee the full and consistent implementation of the quality assurance framework.
14. To conduct appropriate audit checks including IV, college tracking and monitoring systems, and review where appropriate. (e.g. learning walks, mark book, student survey)
15. To implement a wide range of teaching and student-centred learning strategies across the area of Business and Accounting.
16. To teach an appropriate range of courses to ensure that all delivery teams and individual tutors are clear, focussed and supported to be able to deliver high quality

learning and teaching resulting in high success and achievement rates for each funding scheme throughout the curriculum.

17. To ensure where appropriate initial and Diagnostic assessment in maths and literacy our comprehensively completed and used to guide learners to suitable programmes for their ability.
18. To ensure learning support is effectively integrated into courses in order that work may be contextualised to the vocational area where appropriate.
19. To ensure compliance with all course examination assessment validation requirements within the department's portfolio.
20. To liaise and work effectively with the full range of support services in the college to ensure marketing enrolment and support enhances the curriculum offering and recruitment including supporting planned marketing and promotional events.
21. To foster new partnerships and pursue new marketing opportunities in lien with the colleges strategic plan.
22. To work collaboratively on cross college and cross department projects.
23. To take responsibility for personal professional development in consultation with the line manager and be proactive and willing to invest in own development subject to the viability of proof of resources and job/organisation requirements.
24. To carry out all duties and responsibilities in accordance with all college policies, quality, diversity, inclusion, safeguarding, health and safety, core values and behaviours, strategic college plan.
25. To be responsible for health and safety issues.
26. To be responsible for creating inclusive non-discriminatory learning environment in line with the colleges quality policy.
27. To participate in the college's appraisals scheme and work towards achievement of exceeding targets set.
28. Working towards high levels of student satisfaction
29. To undertake any other such comparable duties as may be reasonably required by the line manager.
30. Responsible for student data.

Further education is an ever-changing service, and all staff are expected to participate constructively in college activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the college.

The postholder can be required to carry out any other duties consistent with the grade of the post, at any site on which the College may operate.

Closing Date: Thursday, 21st May 2026

Interview Date: Friday, 5th June 2026

Note: Successful candidates will be contacted for interviews. Stanmore College reserves the right not to make an appointment if a suitable candidate is not identified.

PERSON SPECIFICATION

JOB TITLE: CURRICULUM MANAGER – BUSINESS & ACCOUNTING

Criteria	Essential/ Desirable	Method of assessment
Qualification		
Qualified to degree level	Essential	Application Form/ Certification
Evidence of career development and appropriate professional development	Essential	Application Form/ Interview
A full teaching qualification	Essential	Application Form/ Certification
Knowledge and Experience		
A good knowledge of curriculum developments in the delivery of vocational and/or academic learning	Essential	Application Form/ Supporting Statement/ Selection Task/ Interview
Relevant and recent industry experience	Desirable	Application Form/ Supporting Statement/ Interview
A good knowledge of 16-18 study programme funding arrangements and some knowledge of income streams for 19+ learners	Essential	Selection Task
Successful experience of designing and delivering learning in relevant teaching/vocational areas	Essential	Selection Task/ Interview
Experience with and understanding of inspection processes	Desirable	Application Form/ Supporting Statement/ Interview
Track record of quality assurance/improvement contributions and leadership and management	Essential	Application Form/ Supporting Statement/ Interview
Knowledge and experience of how a range of teaching and learning strategies including the use of information and learning technology can be used in teaching, learning and assessment	Desirable	Application Form/ Supporting Statement / Interview
Experience of working with young people and adult learners, in an educational setting delivering a learner-centred curriculum	Essential	Application Form/ Supporting Statement
A good understanding of equality and diversity and how it relates to the provision of education and training	Essential	Application Form/ Supporting Statement/ Interview

A sound understanding of safeguarding and prevent. A commitment to safeguarding young people and vulnerable adults and to create a safe learning environment.	Essential	Application Form/ Supporting Statement/ Interview
Experience of effective coordination of teams	Essential	Application Form/ Supporting Statement/ Written Task/ Interview
Experience of managing the delivery of new and innovative curriculum delivery models	Desirable	Application Form/ Supporting Statement/ Interview
Experience of meeting and communicating with parents and with partners such as employers, local community and staff from other institutions	Essential	Application Form/ Supporting Statement/ Interview
Skills and Abilities		
The ability to manage and lead a small team of lecturers to maintain and improve college and team key performance indicators	Essential	Application Form/ Supporting Statement/ Interview
The ability to deliver excellence in teaching, learning and assessment	Desirable	Supporting Statement/ Interview
Ability to embed English, Mathematics, and “soft” employability skills, careers education in vocational classes	Essential	Supporting Statement/ Interview
IT Skills: use of Microsoft packages, interactive white boards, MS Teams, SharePoint, VLE and online tracking & recording	Desirable	Supporting Statement/ Interview
Ability to increase recruitment, retention and achievement whilst maintaining quality standards	Essential	Supporting Statement/ Interview
The ability to understand and analyse data from several sources and draw conclusions	Essential	Selection Task/ Presentation
Excellent Communication skills, both verbal and written.	Essential	Application Form/ Supporting Statement/ Selection Task/ Presentation/ Interview

The ability to prepare and present formal reports and give formal business presentations	Essential	Application Form/ Supporting Statement/ Presentation
The ability to be creative and innovative when faced with problems and challenges	Essential	Application Form/ Supporting Statement/ Interview
Ability to meet deadlines and provide information as requested	Essential	Interview
Other		
A passion for further education and the opportunities in can bring in terms of participation and widening access	Essential	Application Form/ Supporting Statement/ Interview
Willingness to work flexibly in terms of hours and locations effectively demonstrating enthusiasm and energy	Essential	Application Form/ Supporting Statement/ Interview
Work as an effective team member	Essential	Supporting Statement/ Interview
Ability and determination to promote equality, diversity and inclusion throughout all aspects of college life.	Essential	Interview