

JOB DESCRIPTION

Job Title	Curriculum Manager – English
Contract	Permanent, Full-time
Job location	Elm Park Campus, Stanmore
Department	English, Maths & ESOL
Reports to	Director of English, Maths & ESOL
Salary Range	£46,078 - £49,718 per annum

Job Purpose:

To provide operational leadership and taking responsibility for the delivery of the College's strategic objectives, curriculum delivery, quality assurance and the evaluation of their defined study curriculum area and line management of those staff with the potential to develop your management skills.

PRINCIPAL ACCOUNTABILITIES IN ADDITION TO DUTIES CONTAINED WITHIN THE LECTURER JOB DESCRIPTION

1. To ensure the curriculum area effectively assists with the recruitment of students to target levels, including participation in open evenings, external visits, marketing activities, interviewing and enrolment, providing high quality information, advice and guidance and a comprehensive induction to students
2. To respond to enquiring made about course(s) and contributing to the recruitment process
3. To ensure that all programmes are appropriately staffed, resourced and timetabled
4. To manage and lead course delivery and related support ensuring high teaching, learning and assessment and course delivery standards and success are achieved
5. To ensure all learning materials used within the Curriculum Area, lesson plans, schemes of work and assessment activities, support high quality teaching, learning and assessment, and leading in maintaining audit records of these documents.
6. To take action to support all students in the area that do not meet the standards of behaviour required by the College, including attendance and punctuality, working with the Pastoral Support Managers to ensure students receive support from the College as required
7. To ensure that all preparation, marking, assessment and internal verification is completed promptly and efficiently within agreed timescales and meets Awarding Organisation requirements.
8. To ensure that any new documentation required such as the course handbook, and information sheets is produced to meet quality standards

9. Within the assigned portfolio, to keep the curriculum under constant review to address market needs. To set and monitor action plans for the introduction of new courses
10. To develop and embed new qualification within the curriculum area, in line with the College's strategic plan and vision
11. To raise student achievement and improve the learning experience for all students
12. To Liaise with the examinations department, moderators/verifiers to ensure compliance with awarding body requirements, including undertaking internal verification where required. To include timely registration of all learners on the correct qualification aims, ensuring unit combinations meet AO guidelines and all certification claims are made accurately
13. To analyse key performance data and implement an action plan to robustly monitor performance and bring about sustained improvement in teaching and learning and outcomes for learners
14. To lead and line manage a group of staff associated with the courses within the curriculum area. To carry out performance management meetings and professional development reviews and to set and monitor action plans for staff where required
15. To ensure staff in the area are informed and supported to ensure compliance with deadlines and all College and other stakeholder expectations and requirements
16. To actively promote continuous improvement, ensure compliance with the College's quality assurance policy and procedures, including producing an in-year and annual self-assessment for the subject area, inspection preparation and quality audits
17. To provide subject expertise for the area and to have a sound knowledge of current issues and trends in education, particularly as they apply to the subject area
18. To teach a defined number of teaching hours and provide cover where necessary
19. To ensure that a cover rota is in place for teaching staff and that cover is implemented effectively
20. To participate in lesson observation activities and ensure actions arising are monitored and implemented as part of a continuous cycle of improvement
21. To lead planning, in conjunction with the cross-college teaching and learning team, of a programme of CPD to support both pedagogic and subject knowledge upskilling for the curriculum teaching team
22. To ensure through surveys/ focus groups and the student representatives that the learner voice is sought and acted upon to enhance student satisfaction and support improvements needed
23. To help to ensure that College regulations and policies are upheld and instigating and following student disciplinary procedures where necessary
24. To maintain appropriate Continuing Professional Development, including the attendance on all training events identified. To co-operate in any staff development activities required to effectively carry out the duties of the post and participating in college staff review and development schemes
25. To communicate key information, new initiatives and developments to the team and ensuring the effective implementation of key decisions, conveying regular

team meetings and keeping minutes/ action points and ensuring the student voice is included

26. To work co-operatively with colleagues and showing commitment to the College and its mission
27. To take personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.

The postholder will lead a defined curriculum area, which will be reviewed annually, and will undertake pedagogic work. The composition of the area will be reviewed annually with the portfolio.

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.

In consultation with the postholder this job description is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

Closing Date: Wednesday, 1st July 2026

Interview Date: Wednesday, 8th July 2026

PERSON SPECIFICATION

JOB TITLE: Curriculum Manager – English

Criterion	Essential/ Desirable	Method of assessment
QUALIFICATION		
First degree at honours level in a relevant discipline	Essential	Application form
Evidence of career development and appropriate professional development	Essential	Application form
A full teaching qualification	Essential	Application form/Certification
KNOWLEDGE AND EXPERIENCE		
A good knowledge of the delivery of vocational and/or academic teaching and learning, particularly in the specified curriculum area	Essential	Application form/supporting statement/ Selection task
A good knowledge of vocational assessment frameworks in the curriculum area	Essential	Application form/ supporting statement/ Selection task
Knowledge and experience of how a range of teaching and learning strategies including the use of learning technologies can be used in teaching, learning and assessment	Essential	Application form/ supporting statement/ Interview
Experience of working with a range of 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 in FE	Essential	Application form/ supporting statement/Interview
Experience of effective coordination/ management of teams in the specified area	Essential	Application form /supporting statement/ Interview
Experience of introducing and successfully embedding new qualification routes in the specified curriculum area	Desirable	Application form /supporting statement/ 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 other internal and external stakeholders	Essential	Application form/ supporting statement/ Interview

SKILLS AND ABILITIES		
The ability to share overarching vision and ethos with teams of staff	Essential	Interview
The ability to lead effective team meetings and 121s to drive forward improvements and ensure individual and shared accountability	Essential	Interview
The ability to develop and support improvements in Teaching and Learning	Essential	Interview
The ability to develop teaching staff to improve through impactful CPD	Essential	Interview
The ability to hold staff accountable on key performance indicators to drive improvement	Essential	Interview
The ability to understand and analyse data from several sources and draw conclusions that lead to impactful action	Essential	Application form/ supporting statement/ Selection task
The ability to communicate information accurately and effectively both in writing and verbally	Essential	Application form supporting statement / Selection task / Presentation / Interview
The ability to prepare and present formal reports and give formal business presentations	Essential	Presentation
The ability to be creative and innovative when faced with problems and challenges	Essential	Application form /supporting statement / Interview
Ability to work effectively with others and relate to others at all levels	Essential	Interview
Ability to meet deadlines and provide information as requested	Essential	Interview
OTHER		
A passion for further education and the opportunities it can bring in terms of participation and widening access	Essential	Supporting statement/ Interview
Willingness to work flexibly in terms of hours and locations effectively demonstrating enthusiasm and energy	Essential	Supporting statement/ Interview
Commitment to safeguarding and promoting the health, safety and welfare of children, young people and vulnerable adults	Essential	Supporting statement/Interview