

# Job Profile

Position Details	
Post	Curriculum Manager
Service Area	Housing & Growth
Reports to	Head of Service
Grade	PO4
Job Family	To be completed by HR

Role Purpose
<p>To lead and manage a curriculum area team to ensure the delivery of high-quality adult and community learning and be responsible for overseeing the development and delivery of an innovative and quality assured curriculum offer that contributes to Haringey Councils Corporate Plan priorities. Support partnership work with our local partners to achieve a locally led and responsive curriculum.</p> <p>To be a member of the HALS Management Team and line manage a team of tutors. Ensure that HALS is fully prepared to meet OFSTED and funder expectations in the relevant curriculum areas and is equipped to oversee any external qualification monitoring / auditing requirements. To liaise with members of relevant outside bodies, preparing required achievement and other administrative or operational returns.</p>

Main Responsibilities
<ol style="list-style-type: none"> <li>1. Lead on the effective delivery of provision, ensuring that the curriculum offer meets the needs of local residents, supports council priorities and is driven by service quality improvement processes and meets the requirements of the Common Inspection Framework.</li> <li>2. Design and deliver the service curriculum offer in conjunction with the Head of Quality and Curriculum and key local partners to best meet the needs of local residents; ensure breath of offer and added value.</li> <li>3. Ensure that the provision complies with the conditions and requirements of the Education and Skills Funding Agency/ Greater London Authority and other funding bodies and that performance targets are achieved as per the service Adult Learning Strategy.</li> <li>4. Keep abreast of national and devolved curriculum developments in adult and community learning and ensure that the curriculum offer is regularly updated to reflect changes to policy, plans, frameworks and funder expectations.</li> <li>5. In conjunction with the Business Manager and Finance/MIS Officer, ensure that the curriculum offer is delivered to meet budget targets set as per the Education and Skills Funding Agency/ Greater London Authority and internal budget setting processes.</li> <li>6. Manage designated Lead Tutors to ensure a meaningful curriculum offer delivered to meet quality standards. Set performance appraisals for staff and ensure regular supervision, support session's and one to one meetings.</li> </ol>

7. In conjunction with the Head of Quality and Curriculum, agree a yearly timetable of area wide curriculum meetings, ensuring that there is a consistent approach to embedding British Values, Employability, ICT and functional skills across curriculum areas.
8. Review and evaluate staffing requirements and lead on active recruitment campaigns to meet service needs.
9. In conjunction with the service staff responsible for marketing, ensure the delivery of robust recruitment, initial assessment and enrolment procedures
10. In conjunction with the Head of Quality and Curriculum, lead on curriculum self-assessment including a cycle of monitoring, evaluation and review and the production of a high quality, accurate curriculum self-assessment report and quality improvement plan. Ensure that the pre-planning and report preparation is completed to timetable for self-assessment deadlines; support any necessary pre-Ofsted inspections across the service in liaison with the Management Team.
11. Ensure provision in the curriculum area meets the standards of the Common Inspection Framework, keeps to 'good' or moves towards Outstanding.
12. Be responsible for ensuring that the mix and balance of courses matches local need and demand, including the management of accreditation and analyses of equality and diversity.
13. Work with the management Team to identify development needs of tutors/staff and develop and implement appropriate CPD and support.
14. In conjunction with the Head of Service, monitor the budget allocations for curriculum areas in the context of the local authority and service financial management regulations and policies.
15. Identify and act on opportunities to generate income to extend the range and quantity of provision in the curriculum area as opportunities arise.
16. To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
17. To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.

#### Generic Responsibilities

1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the Council's Equal Opportunities policies.
3. Knowledge and experience of using IT.
4. Ensure all the services within the area(s) of responsibility are provided in accordance with the Council's commitment to high quality service provision to users.

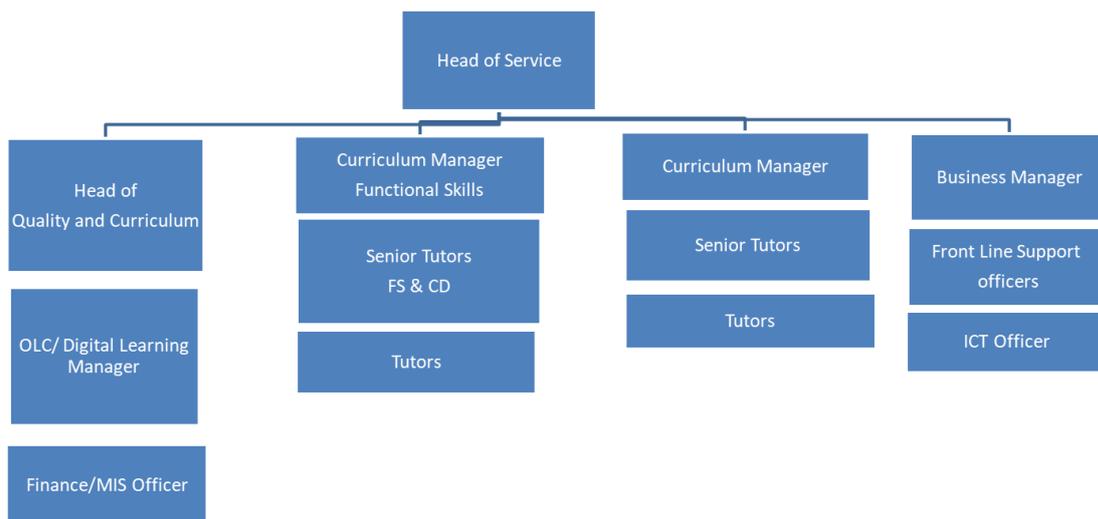
Knowledge, Qualifications, Skills and Experience	Essential or Desirable
<p>Knowledge</p> <ul style="list-style-type: none"> <li>a) Understanding of the national and London strategies for adult skills, community learning and employability, including local, regional and national plans for skills, employment, health and other areas that affect residents/learners relating to their progression routes to employment or further learning.</li> <li>b) Strong understanding of sector norms and funder/government expectations.</li> <li>c) Strong understanding of E Skills Funding Agency/GLA planning and reporting requirements</li> <li>d) Understanding of OFSTED frameworks, processes and systems used in service Inspections and related quality assurance mechanisms</li> <li>e) Good working knowledge of Haringey Council's Corporate Plan and the priorities to which HALS contributes</li> <li>f) Awareness of finance and budgets and the implication on service delivery.</li> </ul> <p>Management</p> <ul style="list-style-type: none"> <li>a) Managing change to bring about improvements in outcomes for learners and at curriculum area level</li> <li>b) Ability to contribute to the strategic and operational leadership of the Service</li> <li>c) Ability to lead a curriculum team and manage and motivate staff within a performance management framework</li> </ul> <p>Project Management</p> <ul style="list-style-type: none"> <li>a) To initiate and run time-limited projects that deliver improvement to HALS offer to learners</li> <li>b) To lead and work with others on projects with a clear sense of role, responsibility and remit</li> <li>c) To manage project resources, risk and quality, assure project quality and ensure on-time and within budget delivery.</li> </ul> <p>Communicating Effectively</p> <p>Appreciating Diversity</p> <p>Innovation and Finding Solutions</p> <p>Customer Focus</p> <ul style="list-style-type: none"> <li>• Level 5 or above teaching qualification (e.g. Certificate in Education, Post Graduate Certificate in Education (PGCE), City &amp; Guilds 7407 stage 3 or Diploma in Teaching in the Lifelong Learning Sector (DTLLS))</li> <li>• OR a minimum of a full level 4 teaching qualification (e.g. City &amp; Guilds 7407 stage 2, Certificate of Teaching in the Life Long Learning Sector (CTLTS)) and commitment to achieving a level 5 qualification by 2017.</li> <li>• OR educated to degree level with considerable management experience in Adult and Community Learning (ACL) or Further Education (FE) sector.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Main Contacts & Other Information	
Main Contacts:	

1. Head of Service
2. Head of Quality and Curriculum
3. Management Team
4. HALS frontline staff
5. External partners, exam boards and sub-contractors
6. Council support services

Other Information:

This position requires the postholder to undergo a DBS (Disclosure and Barring Service) check.

### Organisational Structure



## Additional Information

Please complete the additional information as fully as you can.

Supervision / Management of People				
Please indicate which group best describes the total number of staff the post holder is responsible for:				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
		x		
Are the staff based at the same work location?				Yes
Will the post holder be responsible for contract / agency / project staff?				Yes

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

If Yes, please provide an estimate of the % of their working day this involves.

Work Environment					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	Yes	70%	Use of a computer.	Yes	70%
Audio typing.	No		Crisis or conflict situations.	Yes	Varied
Walking more than a mile.	No		Manual handling.	No	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	No	
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Working shifts / unsocial hours, nights.	No	
Outdoor work involving uneven surfaces.	No		Standing or sitting for prolonged periods.	No	

Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Working shifts / unsocial hours / nights.	Yes	Varied	Working at heights / on ladders, roof work.	No	
Teaching, or responsibility for, children.	No		Outdoor work involving extremes of temperature.	No	
Electrical hazards.	No		Control and restraint.	No	

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
None
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
None
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
None
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
None
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
None
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings? If yes please indicate the type of building(s) concerned and the nature of the accountability:
None