**Curriculum Manager- Business, Catering & Hospitality, and Travel & Tourism**

**Full Time, Permanent**

**£45,395– £49,043**

Are you ready for your first step on the management ladder? We are recruiting for an exciting opportunity at Nescot College as a **Curriculum Manager for our Business, Catering & Hospitality, and Travel & Tourism department**. You will be supporting the Head of School in delivering and excellent learning experience for our students and stakeholders.

**What we are looking for:**

You will have excellent knowledge of the government policy within the curriculum with a thorough understanding of evidence-based teaching, learning and assessment. The successful candidate will have excellent teaching and/or pastoral skills with a history of good student outcomes and the ability to act strategically. You should have excellent communications skills and innovative ideas around curriculum development.

**Duties/responsibilities:**

You will support the Head of School and lead in the department provision (FE) to ensure effective curriculum delivery. You will deliver approx. 7.5 hours teaching in one of the curriculum areas alongside developing timetables and working with the curriculum teams to ensure systems, processes and opportunities are in place for all three subject areas. You will ensure that your team deliver high quality education and training that promote and assure Nescot core values to protect and enhance the College’s reputation.

**Benefits:**

* 37 days holiday + bank holiday
* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks and modern hair and beauty
* Free online qualifications
* Free parking on-site

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

*Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**\*Please note, that we have the right to interview candidates before the application deadline\***

**Closing date is 27thApril 2025**

**Interviews will be TBC**



**Job Description**

|  |  |
| --- | --- |
| **Position Details:** | |
| **Title:** | Curriculum Manager – Business, Catering, and Travel & Tourism |
| **Responsible to:** | Head of School |
| **Responsible for:** | Curriculum Delivery Teams |
| **Salary Grade:** | MS3 8-14 |

|  |  |
| --- | --- |
| **Job Purpose:** | |
| The Curriculum Manager will support the Head of School and lead the provision across the subject area. The focus is on ensuring that current and future students receive a first-class experience that enables them to achieve, add value, progress and attain their qualifications and to develop long-lasting learning and employability skills. Success is measured in terms of meaningful progression in education and training and destination into further and higher education and/or employment and apprenticeships.  The role combines leadership and management of the curriculum with being a member of the subject area teaching team. You will be responsible for the effective management of the curriculum delivery including oversight of recruitment, enrolment, retention, achievement and success and support the Head of School in regards to budgeting and performance. They will support the delivery team by leading on particular themes or areas in relation to objectives of curriculum as directed and delegated by the Head of School.  Assisting the Head of School in communicating the policies and procedures as agreed and adopt by way of example, target-setting and performance management, ensuring that all staff deliver them to a high quality and comply with the expectations set. The role carries with it a professional responsibility to be a highly competent user of key College systems and to be thoroughly acquainted with all College policies and procedures. Ensure that the Business, Catering, and Travel & Tourism teams deliver high quality education and training that promote and assure Nescot core values to protect and enhance the College’s reputation.  Curriculum Manager annual teaching hours are typically set at 0.5FTE and agreed in budgetary terms. Any other remission is provided or reviewed depending on the needs, volume and requirements of the curriculum in the cost centre can be agreed centrally and signed off at senior level depending on the needs of the post. There may be some delivery or assessment within this post but it is expected to be primarily management. | |
| **Main Duties and Tasks:** | |
| * To line manage administrative staff, tutors and markers within the Business, Catering & Hospitality, and Travel & Tourism department * To undertake annual performance reviews with administrative staff, tutors and markers within the Business, Catering & Hospitality, and Travel & Tourism department * Take an active role in ensuring the provision is delivered and within an engaging and stimulating learning environment * Deputise for the Head of School as necessary regarding performance of the department and in representation across various College responsibilities. To also support the Heads as Campus Managers and deputise on campus related duties such as Health & Safety and Safeguarding etc. * Lead on compliance and performance measures for the curriculum and report to the Head of School with regards to impact on a regular basis. Lead departmental meetings in order to liaise and inform on compliance and performance indicators. * To increase the retention and achievement for students. * To champion Business, Catering & Hospitality, and Travel & Tourism   within NESCOT, seeking opportunities for growth, ensuring quality of delivery is constantly improved and income is maximised.   * To lead and manage the team for the department for FE provision, * To oversee the day-to-day operation of those programmes in close liaison with the Head of School and other college managers, ensuring that the curriculum is delivered efficiently and effectively, and income targets are met. * To ensure the appropriate assessment, verification & standardisation of student’s work takes place, * Keep up to date with Education Skills Funding Agency (ESFA)  and Greater London Mayoral Authority (GLA) guidance for funding policy and compliance rules * Support the development and lead where appropriate on an agreed annual curriculum plan for the electrical department which reflects recruitment, quality, and programme development * Set and monitor curriculum objectives and KPIs across all areas of accountability through highly effective management of self-assessment and staff performance reviews * Be accountable for the delivery and quality of the curriculum across the department provision ensuring any areas of development are rapidly addressed and effective solutions are developed to continuously improve * Provide strong day-to-day leadership in the development and delivery of the curriculum to ensure it meets the needs of learners and the College, and delivers a high standard learning experience * Ensure the collection and proper reconciliation of data relating to student attendance, retention and achievement, so it is properly reflected on the College data systems and can be reported as required * Support the Head of School, attending and collating information for financial monitoring performance reviews across the year, and in quality performance review meetings as and when required * Monitor and track progress against College KPI’s, completion of and quality monitoring/performance processes * Be responsible for the effective and efficient management of any delegated budgets, physical and staffing resources * Support the Head of School in the creation of an annual course file which sets out the elements of the College development plans * Ensure the provision within the department and areas is effectively managed, including attending/leading departmental or team management meetings * Ensure the provision within the department provides a safe, healthy and inclusive environment; attend Health & Safety meetings as/when required and ensure that the department has up to date risk assessments and COSHH. * Be responsible for the implementation of the College quality assurance measures and performance managing the quality of teaching and learning and to meet requirements/objectives and quality action plan objectives   **Learners, Teaching & Assessment**   * Contribute to the planning and deliver a curriculum offer which ensures delivery of agreed funding and success targets whilst meeting the needs of students and employers. * To lead, manage and develop an outstanding curriculum offer that helps learners develop their skills and prepares them for progression either into the workplace and that the majority of learners achieve and progress. * Monitor, report on and make timely interventions where necessary to and meet value added targets at all levels * Ensure systems and processes for supporting “at risk” learners are well established and used to improve student success and progression * Take responsibility for internal verification across the area of responsibility, acting as the lead IV where appropriate, and ensuring compliance with awarding body requirements * Contribute to the development of a staff CPD plan, including using information from learning walks and lesson visits, which addresses areas for improvement and drive improvement in the standard of teaching and learning in the area. * Lead on learner voice within the area of responsibility, ensuring that there is a process for the systematic collection of learner voice information, including class rep meetings and survey collection, and that this information is effectively used to improve student experience * To uphold the college values and behaviours with alignment to the colleges strategic planning priorities.   **General Duties of the Post**   * Keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the departments, deputising for the Head of School as/if required * Propose any ideas that may help to promote and extend the College’s reputation and efficient running of the College * Work flexibly, which may include evening and weekend work.  Evening work may be teaching or evening duty. * Be available to assist in enrolment procedures, which may require additional hours including evenings and weekends * Perform other duties as may be required by the College/Vice Principal, Head of School or their representatives in order to ensure the efficient functioning of the College | |
| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * Carries out the Annual Performance Review Interview for those staff who report to the post, to ensure their continuing staff development. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * To work within the security guidelines and any relevant codes of practice and rules laid down by the College. * To comply with the College’s Code of Conduct for employees and any regulations which the College may from time-to-time issue to ensure the efficient and safe operation of its business and the welfare and interests of its employees and students. In particular to be responsible for the safe custody and proper use of all furniture, equipment, tools, materials etc. used by your class(s). |
| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equal opportunity and recognition of diversity and Nescot Values throughout the College. * The post holder will undertake their duties in full accordance with the College’s policies and procedures relating to equal opportunity and diversity and Nescot Values. |
| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the postholder to commit to safeguarding and promoting the welfare of students within the College. * The postholder will undertake their duties in full accordance with the College’s policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |

|  |
| --- |
| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the area. |
| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot’s Health & Safety Policy are available in every Department and/or from Human Resources. |
| **Annual Leave:** |
| Please note that it is expected that post holders will take their annual leave at times convenient to the department and it’s students, which will normally therefore be at times when students are not in College.  This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  *This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading. The person appointed will be expected to work flexibly and the exact nature of the duties described above is subject to periodic review and is liable to change.*  *The post holder may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.* |

|  |  |  |  |
| --- | --- | --- | --- |
| **Person Specification – Curriculum Manager** | | | |
|  | **Essential** | **Desirable** |
| **Experience** | Excellent knowledge of the Government policy context for the curriculum  Strong awareness of future developments that influence the curriculum in particular the needs of the local and regional economy  Thorough understanding of what makes for excellent evidence-based teaching, learning and assessment and how to monitor it effectively  Comprehensive knowledge and understanding of national standards and what excellent curriculum provision and outcomes looks like  Excellent understanding of the work of Ofsted and other similar regulators, including awarding bodies  Highly developed information management skills and the proven ability to use standard College systems | An in-depth knowledge of how to plan, budget, resource and monitor the curriculum  Previous experience of managing a team |
| **Skills and Abilities** | Excellent teaching and/or pastoral skills and a history of good student outcomes, or better  Strong record in identifying interventions for needed improvements and executing them effectively  Demonstrable record of working with subjects/courses that required improvement and achieving improvement  Understanding and experience of managing students who are under-achieving and/or showing high risk behaviours and conduct  Proven effective experience of effective team work both as the leader of a team of staff and as a part of a team  Track record of leading and managing change  Evidence of curriculum innovation that has led to improved student outcomes | Excellent appraisal and training skills of staff coupled with clear experience of dealing with HR issues  A record of effective partnership working with other organisations including schools, universities, other colleges and employers  Secondments and/or placements with relevant employers |
| **Qualifications** | A degree/equivalent professional qualification (or currently working towards) or relevant equivalent experience  Teaching qualification (DTTLS, PGCE, Cert Ed)  Evidence of continued Professional Development (CPD |  |
| **Personal Qualities** | The ability to see the bigger picture from time-to-time and to think and act strategically  The leadership skill-set of being able to identify where intervention is needed, developing a plan to secure improvement and achieving the target outcome  The management skill-set of excellent operational and organisational skills  Setting and achieving high professional standards in everything that you do - the proven, or potential ability to demonstrate the behaviours and conduct expected of a College leader and manager  The ability to be heard and also to listen – excellent communications skills  Commitment to continuing professional development  A demonstrable commitment to Equality & Diversity and Nescot Values  Commitment to safeguarding, PREVENT & promoting the welfare of students  The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability |  |