Assistant Curriculum Manager – Equine	
Reporting to:	Curriculum Manager - Equine and Adventure Education & Sport
Working Hours:	Full-time (37.5 hours per week)
Salary:	Points 35-36
Annual Leave:	37 electable days plus 8 statutory days

Role Purpose

Design, develop, and manage outstanding Equine Learning Programmes that foster effective teaching, learning, and assessment, ensuring consistent standards and progression for all learners.

Work collaboratively with marketing and business services to strengthen employer and stakeholder relationships to create a viable and responsive adult and study programme provision to meet the skills needs of our local, regional and national context. Whilst ensuring all courses are promoted in an effective and timely way, which results in increased student numbers, including internal progression.

Line manage staff in the area, managing resources to ensure students gain excellent vocational and academic skills and consistently improve their personal, social, and employability skills.

Deliver highly effective teaching, learning and assessment and support staff and students to maximise their potential and to make positive progress towards their timely success, future study, higher education, and/or employment.

Main Roles & Responsibilities

The roles and responsibilities outlined for this position align with the latest published policies, the College' Strategic Plan and quality assurance procedures. The post-holder will be required to work in accordance with these objectives and adapt their practice as needed to reflect any updates.

People Management

a. Provide line management and mentoring (with support from the Curriculum Manager) to staff in accordance with the curriculum structure. Ensure that all aspects of responsibilities covering curriculum roles and quality systems are adhered to at all times. Maintain and develop this structure through effective induction, monitoring, appraisal and performance management of all staff.

b.	Identify staff development within the division and produce a staff development plan in agreement with the Curriculum Manager.
c.	Conduct regular team meetings to review student progress and associated actions and, in liaison with the Curriculum Manager, set targets for staff contributing to programme(s).
d.	Work with the programme teams to cover staff absences for lessons in line with college expectations.
e.	Continually monitor and evaluate the student experience through regular review of lessons, weekly meetings and review and tracking of student data.
f.	Support the management of curriculum resources, including timetabling and staff deployment, curriculum planning, and delegated budgets against agreed income and expenditure targets.

Programme Management

a.	Programme Development: Align programme content with Awarding Body requirements and college strategy.
b.	Student Enrolment: Ensure students are on the correct programme and qualifications.
c.	Individual Learning Plans: Establish and monitor student goals and provide learning support.
d.	Tutorial and Health & Safety Compliance: Ensure a robust tutorial programme and adherence to health and safety policies.
e.	Work Readiness: Coordinate, track and ensure work placements are compliant with Health & Safety requirements where applicable.
f.	Documentation & Data Management: Maintain accurate records of student progress, attendance, and assessments using college systems and liaise with residential teams on student attendance (where applicable).

Quality Improvement

a.	Programme Review: Lead quality improvement planning and standardisation meetings.
b.	Feedback Utilisation: Implement feedback from student forums and surveys.
c.	KPI Accountability: Monitor programme KPIs and contribute to student progress evaluations.
d.	Quality Standards: Maintain programme files, conduct internal verification, and manage awarding organisation processes.

Teaching, Learning & Assessment (TLA)

a.	Lesson Planning: Deliver and assess lessons at a consistently high standard.
b.	Technology Integration: Use digital tools to enhance learning experiences.
c.	Student Engagement: Promote attendance, manage assessments, and support student skill development.
d.	Feedback: Provide constructive feedback to support continuous student improvement.

Tutoring

a. Personal Tutoring: Conduct tutorials, set and track student progress, and maintain engagement in the tutorial programme.
b. Student Reports: Contribute to parents' evenings and provide progress updates to stakeholders as needed.

Continuous Professional Development (CPD)

a. Professional Growth: Participate in staff development activities, maintain a Professional Development Portfolio, and complete mandatory training.

Additional Responsibilities

b. Recruitment & Promotion: Support recruitment campaigns and college events.
c. Stakeholder Engagement: Collaborate with employers and stakeholders to enhance curriculum quality and relevance in line with the College' strategic plan
d. Equality & Diversity: Promote inclusivity in line with college policies.
e. Safeguarding: Ensure adherence to safeguarding policies.
f. Destinations: Maintain student destination data to inform self-assessment and quality improvement.
g. Any other duties connected with the post as are reasonably required from time to time.

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post

a. Hold a degree / professional qualification or equivalent in equine or related subject
b. Hold a relevant teaching qualification for level of programme.
c. Experience of teaching and assessing with the ability to teach to a consistently good/outstanding standard.
d. An ability to lead the development of teaching, learning and assessment across programme(s).
e. Excellent communicator with highly developed interpersonal skills.
f. Demonstrate competency in English and maths or hold Level 2 or higher qualifications in both English and maths.
g. Show a strong desire to lead a high performing team and work collaboratively across the college.
h. Show a strong desire to see students succeed.

i.	Skills and experience in problem solving and a flexible and adaptable approach.
j.	Clear understanding of the needs of students and how these may be met.
k.	Willing and able to develop curriculum, teaching and learning materials in subject specialisms as part of continuous development.
l.	Comprehensive and well-developed IT skills.
m.	Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding.
n.	Have a strong desire to see students succeed, evidenced by good or better on key performance indicators for your programme(s).
o.	Extensive sector/industry experience and evidence of specialist subject knowledge in key areas.
p.	Demonstrate a strong desire to work collaboratively as part of a high performing team.
q.	Be a highly effective and well organised teacher, evidenced by consistent achievement of good / outstanding observation grades with an ability to role model good practice.
r.	Demonstrate evidence of raising standards.
s.	Desirable criteria
t.	Hold a supervisory/team leader qualification and or supervisory experience.

CONDITIONS OF EMPLOYMENT

Working Hours
Basic working hours are from 08.30 to 17.00 Monday to Friday, but some flexibility will be required to meet the needs of the business. This is an all-year-round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

Annual Leave
The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

Continuous Professional Development (CPD)
This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits
The candidate appointed to the post will automatically become a member of the Teacher Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity
Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing

non- discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.