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| **Assistant Curriculum Manager – Division of Animal management** |

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| **Reporting to:** | Curriculum Manager – Animal Management |
| **Working Hours:** | Full time (37 hours per week) |
| **Salary:** | £31,644 - £36,743 per annum |
| **Annual Leave:** | 30 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas |

**Job Purpose**

To work closely with the Curriculum Manager to oversee the day to day delivery of aspects of the College’s current animal management provision. The role combines operational management and teaching within the framework set by the Curriculum Manager in leading members of the team to deliver the best possible experience to students through consistently good and outstanding teaching standards and services.

**Duties and responsibilities of the job**

1. *Management*

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| 1. Oversee the operational activity of Programme Managers and their teams, ensuring that that all aspects of responsibilities covering Programme Manager roles and quality systems are adhered to at all times. Support the Curriculum Manager in the effective induction, monitoring, appraisal and performance management of staff. |
| 1. Plan, deliver, monitor and assess all curriculum activity within agreed frameworks and targets and in line with college policies. As a minimum, this will include the curriculum self-assessment report, operating plan, and quality improvement plan. |
| 1. Contribute to the wider College Management Team ensuring personal familiarity and curriculum adherence to all college policies and procedures. |
| 1. Adhere to the college Financial Regulations at all times with support from the Finance Team. |
| 1. Identify and ensure staff development within the division and produce a staff development plan in agreement with the Curriculum Manager. |
| 1. Ensure recruitment targets are met and/or exceeded, and support the Curriculum Manager in developing and implementing a marketing plan. |
| 1. Exploit opportunities, working with the Curriculum Manager and Head of Faculty, to generate income from a variety of sources, including provision on a fully costed basis. |
| 1. Manage curriculum resources, including timetabling and staff deployment, in order to achieve maximum efficiencies and enhancement to the student experience. |
| 1. Ensure that all curriculum activity is delivered in line with the college Health & Safety Policy (with support from the college Safety Team and the Curriculum Manager). This will include the physical monitoring, evaluation and feedback to individual practioners to ensure that safe systems of work are being adhered to at all times and that robust risk assessments are in place for all activities undertaken. Support Programme Managers in the risk assessment process and the adoption of safe systems of work. |
| 1. Ensure effective communication within the Division reinforcing the appropriate use of email, briefings and weekly team meetings. |
| 1. Develop and maintain relevant industry links in coordination with the Curriculum Manager. |
| 1. Coordinate Programme Manager’s activities to ensure the best possible Divisional presence at college Open Day and organise student attendance as agreed with the Curriculum Manager. |
| 1. Manage the delivery of appropriate arrangements for evaluating, planning, delivering and monitoring of student support liaising with the learning support team. |
| 1. Represent the college at meetings with parents and external agencies to review and plan student support need within the curriculum. |

1. *Teaching, Learning and Assessment*

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| 1. Plan, prepare and teach high quality lessons to a consistently good / outstanding standard, maximising opportunities to share good practice and celebrate success. Ensure that management and control systems are in place to achieve the same across all teaching staff within the division. |
| 1. Ensure high levels of student attendance in all sessions and prompt completion of registers across all aspects of the division. |
| 1. Use and apply modern technology in TLA to enhance the learning experience and support progress for students, eg ILT, VLE, specialist software/resources, complying with the college VLE standards. |
| 1. Ensure cohesive assessment plans are in place for all students to ensure effective student progress across the curriculum. |
| 1. Implement the college disciplinary and complaints policy for students. |
| 1. Monitor tracking of individual student progress across the divisional provision and ensure action is taken to improve progress where possible. |
| 1. Ensure standardisation of record keeping for all students on programmes within the division and the use of the integrated student monitoring and support system (eg Pro Monitor). |
| 1. Support Programme Managers to ensure all students are enrolled onto the correct course and qualification aim. |
| 1. Audit and ensure the effective use of students’ Individual Learning Plans (ILPs) by Programme Managers and tutors. |
| 1. Work with Programme Managers to organise and manage parental / guardian consultation events. |

1. *Quality Management*

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| 1. Collate and monitor student voice information across the curriculum to support the continuous development and implementation of the quality improvement plan. |
| 1. Produce the annual self-assessment report for the curriculum and assist with the internal audit process as directed by the Curriculum Manager. |
| 1. Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD) |
| 1. Be responsible for the courses/programmes/subjects within the remit of your curriculum team against key performance indicators. |
| 1. Ensure weekly team meetings with Programme Managers are held and evidenced to standardise practice. Use this process as a key forum for information / good practice sharing, management direction and team consultation. Ensure all staff have the opportunity to contribute to discussions. |
| 1. Support Programme Managers in completing the relevant self-assessment processes and quality improvement plans within their area of responsibility. |
| 1. Contribute to cross college and curricular-based forums as part of the college quality management procedures and governance arrangements. |

1. *Continuous Professional Development*

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| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience. |

1. *College Management Team*

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| 1. To contribute to the wider College Management Team and undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Curriculum Manager or a member of SMT. |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. enthusiastic about learning
2. responsive to student, customer and community needs
3. aspiring to the highest standards
4. professional and enterprising
5. innovative and creative, and
6. friendly and welcoming

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| **Essential criteria for the post** |
| Demonstrate experience of managing and/or leading a team. |
| Extensive sector/industry experience and evidence of specialist subject knowledge in key areas. |
| Hold a relevant professional/vocational qualification, or a degree. |
| Hold a teaching/assessing qualification. |
| Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding. |
| Have a strong desire to see students succeed, evidenced by good or better on key performance indicators for your programme(s). |
| Demonstrate a strong desire to work collaboratively as part of a high performing team. |
| 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. |
| Be an excellent communicator with highly developed interpersonal skills. |
| Have effective skills in problem solving. |
| Have excellent ICT skills to include the production of MI and reports at all levels. |
| Have a sound understanding and ability in budgetary management. |
| Demonstrate evidence of raising standards. |
| **Desirable criteria** |
| Hold a Masters degree or PhD. |

**CONDITIONS OF EMPLOYMENT**

**Teaching**

This is a teaching post, and the total teaching hours will be in the range of 400-500 hours per year. The number of teaching hours undertaken will depend on the additional responsibilities related to the role, eg size of Division, out-centre management, level of commercial activity, etc.

**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 faculty 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 30 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 (1 September).

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial 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 Teachers’ 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.