



OXFORD TUTORIAL COLLEGE

JOB DESCRIPTION

Job Title Curriculum Manager

Reports to: Academic Director (AD)

Liases with: Programme Managers, Student Services Director (SSD), Personal Tutor team, SENDCo, Academic Administration Manager (AAM)

Line Manages: Heads of Subject, Teachers

Job Purpose

The Curriculum Manager will perform a key teacher facing role in the academic management and quality assurance of the College. Reporting directly to the AD, and working in close co-operation with the Programme Managers, other Curriculum Managers, Student Services Director, SENDCo and Academic Administration Manager they will be responsible for ensuring the provision of an effective and appropriate curriculum for students in their subject areas, which meet the Independent School Standards. They will be expected to contribute to an outstanding learning environment with an aspirational culture through-out the College.

Main Duties

1. To deliver outstanding student success through operational leadership and management of a team of teaching staff
2. To work collaboratively with the AD on strategy to ensure courses meet any relevant mandatory changes driven by, for example, the DfE or exam boards
3. To consistently deliver high quality and innovative teaching and learning, achievement and progression outcomes for all students within curricular area
4. To be responsible for recruitment, in liaison with the AD, following safe practice, of all teaching staff within the curriculum area for all programmes
5. To line manage a high performing team of teaching staff, with performance management through observations; appraisals; target setting and staff development
6. To ensure that the curriculum offer meets the needs of students and develops their independent learning skills in liaison with the Programme Managers
7. To manage the curricular area budget, meeting financial targets
8. To maximise staff utilization and resources in order to provide a distinctive high quality student experience and to meet the business objectives

Key Duties

Teaching, Learning and Assessment

1. To provide an outstanding learning environment
2. To monitor student progress against achievement, value added and progression targets and deliver successful outcomes within the curriculum area
3. To support students on courses in developing high quality skills in order that they can progress successfully to employment, further training and/or education.
4. To work with the other Curriculum Managers and the AD to develop the curriculum portfolio
5. To work with the Academic Manager and ERC Programme Manager to ensure appropriate recruitment and utilisation of tutors for the college's Easter Revision Course.
6. To work with all Curriculum Managers to deliver an effective programme provision leading to outstanding student success through operational leadership
7. To facilitate, support and monitor teacher planning, including schemes of work; Independent Learning Plans and homework provision
8. To actively promote the social, moral, spiritual and cultural development of the students
9. To ensure a relevant curriculum with up to date knowledge and an awareness of changes to exam board provisions
10. To ensure a continual assessment of and for learning with timely constructive feedback to students to allow students to improve
11. To ensure students are correctly entered for Exams, in liaison with teachers and the Exams Office
12. To ensure all reports and progress tests in the curriculum area are accurately produced in liaison with other Curriculum Managers
13. To contribute to the content of student reports
14. To ensure all records and data is captured and recorded in a timely and accurate manner
15. To oversee the teachers' keeping of student attendance records and their reporting of absences
16. To lead by example and help create and innovative, using technology, the curriculum area

Staff Management

1. To, in liaison with the Programme Managers and the AD, ensure a suitable team of teaching staff is in place through active involvement in safer recruitment practices and ensuring a sustainable staffing plan is considered for all programmes
2. To ensure teachers employ suitable differentiated teaching approaches to foster independent learning skills to stretch and challenge students of all abilities
3. To work with the academic management team to place and group students effectively and efficiently
4. To lead and motivate a team of teaching staff to achieve high performance standards, including the need to embed literacy and maths learning
5. To ensure that all members of the curriculum area are familiar with and comply with College policies and procedures
6. To ensure that all members of the curriculum area are clear about their responsibilities and accountabilities and how they align to College strategies
7. To ensure effective communication and liaison between teaching staff and the Personal Tutor team
8. To ensure that teachers are aware of relevant national initiatives and themes in the education world, such as Anti-Radicalisation, Equality and Diversity and Safeguarding and then implement according to College Policies
9. To lead the team by example on current knowledge, understanding and practice of Teaching, Learning and Assessment
10. To manage and report teacher absences in liaison with HR; ensuring that lessons are covered or, where necessary, made up
11. To manage a budget and maximize utilization of resources
12. To hold regular curricular area meetings

13. To participate in regular academic manager meetings
14. To attend whole College meetings and other operational meetings as needed

Student Experience

1. To provide a high quality student experience that enables students to succeed beyond their expectations
2. To actively seek out and respond to the student voice
3. To help monitor and develop effective student feedback systems to inform review processes
4. To contribute to the overall management of student expectations to achieve the highest possible student satisfaction.
5. To contribute to ways of enhancing the student experience through value added
6. To contribute to the student induction process in liaison with the AD and SSD
7. To promote good student behaviour
8. Contribute to the wider College life, such as the induction Welcome Party, sports and social events, extra-curricular activities

Quality Assurance and Improvement

1. To contribute to the robust and accurate self-evaluation of the programme which is part of the College Self-Evaluation Form
2. To contribute by using appropriate quantitative and qualitative data to the cross College Quality Improvement Plan
3. To attend relevant professional development courses and external meetings as representative of the College
4. To contribute to successful external inspections (e.g. ISI, OFSTED, UKVI)
5. To deliver a robust teacher performance management process within the curricular area, in liaison with the AD, involving observations with feedback, managing peer observations, appraisals and any performance related support needed

Teaching

1. To undertake teaching or non-teaching (academic or pastoral) role as agreed with the Principal or the principal's nominated representative
2. To ensure own professional development in subject is kept up to date
3. To teach as agreed on the Easter Revision Course

Additional Duties

1. Actively promote and market the College and present a positive image of the College and its activities both within and outside the College environment
2. To participate in student recruitment activities, such as agent familiarisation trips, prospective student/parent visits
3. To assist with marketing materials, such as student case studies, testimonials and programme briefs
4. To attend relevant professional development courses and external meetings as representative of the College
5. To carry out any duties at all times in accordance with the College's policies including Health and Safety, Child Protection and Safeguarding Policies
6. Incorporate into the role the philosophy of the values and vision stated by the Oxford International Education Group
7. To participate positively as part of the College Leadership team
8. To undertake any other responsibilities commensurate with the grade of the post, which the Principal or their senior management representative may from time to time require

• *We reserve the right to introduce changes in line with technological developments which may impact upon the job duties or methods of working.*