Role profile

Job Title:	Curriculum Leader
Department:	Adult Learning & Skills
Directorate:	Economy & Sustainability

Grade:	10
Post no.:	
Location:	Perceval House; peripatetic

Role reports to:	Curriculum Development Manager
Direct reports:	Program Lead Tutors, Sessional Tutors, Apprentice, Curriculum Support Officer
Indirect reports:	

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To deliver high quality provision to meet the needs of Ealing's residents, employers and communities and to ensure that residents can access programmes that enables them to improve their work and life prospects.
- To be a model of best practice for tutors so they aspire and commit to achieving the highest possible standards and inspire a quality improvement culture through collaborative planning, sharing innovative approaches to teaching, including e-learning and developing and providing resources.
- To ensure that robust quality mechanisms are implemented and monitored to validate achievement and standards associated with teaching and learning and to enable further improvement.
- To drive significant improvements in the quality of teaching learning and assessment within the subject area/s they are responsible for to ensure that all learners achieve their full potential.

Key accountabilities

- To develop imaginative and forward- looking curricula, designed to meet local/regional/national priorities and funding requirements by planning suitable, responsive and timely learning programmes.
- To develop and maintain an effective network of partnerships working with the Curriculum Innovation and Development Manager to promote the strategic direction of the Service.
- To identify local needs and develop programmes that match and deliver the specific funding streams and projects objectives.
- To ensure the service meets its financial targets by actively promote the learning programmes and to attend engagement events to ensure maximum publicity and recruitment on courses.
- To use data effectively to monitor learner progress, to identify risks and to provide managers with weekly updates against attendance and retention, and bi-termly updates against achievement KPIs, using and analysing quantitative data.
- To carry out audits in all areas of work to ensure that course documentation including registers, learners' and tutors' evaluation forms and ILPs, lesson plans, RARPA processes, IAG, etc. satisfy the service's quality requirements.
- To ensure that all types of assessment activity meet the required quality standards of the Awarding Organisations by working closely with the tutors, moderation teams, internal quality teams and assessors.
- To manage the delivery of high quality IAG to secure right learner on the right course and ensuring that learners' language, digital and maths needs are identified early on and inform their individual learning plans.
- To ensure that learners are supported to achieve through flexible learning, including online and independent and these are used effectively to enhance and facilitate learning.
- To ensure that learner achievements are recognised and celebrated and that their views are consistently and regularly reviewed, analysed, acted upon and that learners receive feedback from the service.
- To plan and deliver training to develop tutors' skillset, including a high level of digital competence, to ensure that tutors deliver high quality IAG and teaching and learning which meet the service's performance targets.
- To work closely with the Quality improvement and development manager to manage the quality assurance of teaching, learning and assessment and IAG through processes such as observations, moderation and standardisation to ensure they are carried out within policy and framework.
- To stay well-informed about new developments in teaching methodologies and national funding policies and represent the service at strategic planning forums and external groups.
- To carry out all other duties commensurate with the role and the changing nature of adult learning and local government. Including covering colleagues' roles in times of need.

- To ensure the efficient operation of the service and in order to meet all of its stakeholders' needs, the post holder will be expected to work at any site across the borough including additional hours from time to time which may involve evening or weekend work.

Key performance indicators

- Meets personal objectives as agreed at appraisal.
- Learners are enrolled on the right courses, achieve at their maximum potential and make excellent progress.
- Service users receive relevant learning opportunities through the effective co-ordination of the learning programmes' delivery.
- The service delivers a high-quality provision and IAG meeting government , Ofsted and Matrix standards for adult education.
- H&S is adhered to by all providers/venues
- Contracts and service level agreements are monitored regularly to ensure outcomes are met in a timely manner.
- Feedback from service users and stakeholders is positive and complaints continually reduce.

Key relationships (internal and external)

- Adult learning and skills team, tutors, stakeholders, contractors (where applicable)
- Learners/customers
- Other Council departments / members
- Ofsted GLA/ESFA
- Matrix
- Awarding bodies

Authority level

- People

Additional Requirements

- Any other duties appropriate to the post and grade

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

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Candidates, please address the criteria marked with (*) only in your application. Please give examples of how you meet each of the criteria

Essential knowledge, skills and abilities

1. Extensive knowledge and experience of implementing OFSTED and Matrix quality requirements, with skills to assist the production of a self-assessment report. *
2. Thorough understanding of and ability to implement best practice on ILP/RARPA and other internal quality assurance processes. *
3. Extensive and proficient use of IT in various packages, but essentially Word, Excel, Google Classroom/Drive, the internet and email.
4. Thorough knowledge of funding rules and extensive experience of developing and co-ordinating learner programmes and activities within a professional educational organisation. *
5. Extensive experience of maintaining and using a Management Information Database within an adult learning setting including analysing data and producing data reports. *
6. Knowledge, experience and implementation of H&S standards. *
7. Knowledge and extensive working experience of adult learning in its widest context, including evidence of excellent classroom and online teaching leading to high retention and achievement. *
8. Excellent communication skills in order to listen to learners, support them in identifying their needs and requirements, and respond in positive and helpful ways. *
9. Excellent writing skills to prepare clear and accessible information and reports.
10. Understanding of and commitment to delivering excellent customer care to all the learners and colleagues.
11. Understanding of Ealing's policies on Equality and Diversity, Safeguarding and Prevent, together with practical ideas for their implementation in this post.

12. High level organisational skills to deal with conflicting priorities, handle multiple demands for service, meet deadlines and manage a demanding workload. *
13. Commitment to personal and service development, by taking an interest in and taking up further training and development. *
14. Understanding of and commitment to excellent teamwork, which supports and enables continuous service improvement.
15. The ability to work with colleagues in a professional, collaborative and team-focused way to support cross-service activities and events.
16. Ability to deliver outcomes in a busy, fast- moving environment. *

Essential qualification(s) and experience

1. Up-to-date qualifications in the subject specialism (to at least Level 4 equivalence), or an in-depth knowledge and substantial experience in the subject area as specified in the job description.
2. Full teaching qualification e.g., DET or PGCE, or equivalent
3. English, Maths and Digital at Level 2 or above
4. Level 2 or above in English, maths and ICT or equivalent unless these are your subjects, in which case the above applies.
5. Assessors' qualification

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards