

# LONDON BOROUGH OF LEWISHAM

## Job Description

<b>Designation:</b>	Curriculum Leader	<b>Grade:</b>	PO2
<b>Reports to (Designation):</b>	Curriculum Area Manager	<b>Grade:</b>	PO4
<b>Directorate:</b>	Community Services	<b>Section:</b>	Adult Learning Lewisham

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### **Main Purpose of the Job:**

- To ensure delivery of a portfolio of programmes and courses for the **English/ COMESOL** and /or Maths Subject Area. To be responsible for ensuring high quality provision that delivers value for money.
  - To manage and teach a range of programmes and courses. To undertake general course co-ordination duties as required by the Curriculum Area Manager.
  - To monitor, evaluate and improve the effectiveness of the above Subject Area in achieving the programme's aims and objectives. To maintain and raise related standards.
  - To ensure that learner records within the post-holder's area of responsibility are completed accurately and within the timescales required by ALL and funding bodies.
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### **Summary of Responsibilities and Personal Duties:**

#### **Financial Resource Management**

- To support and ensure the delivery of the above Subject Area within budget, under the guidance of the Curriculum Area Manager. To follow the appropriate budgetary controls that are in place, achieving value for money.

#### **Teaching and Learning**

- To manage and deliver teaching and learning for an agreed scheduled timetable of agreed maximum class contact hours of 180 hours, or pro-rata, per academic year, including preparing lesson plans, course and assessment schemes and individual learning plans. To prepare and assess agreed learning activities.
- To undertake learner admission, enrolment, initial diagnostic and assessment activities and timetabling for the designated subject. To provide appropriate progression advice and guidance to all learner groups.
- To undertake internal verification and liaise with awarding bodies. To attend and contribute to appropriate meetings as identified by the line manager. To chair meetings as appropriate.
- To ensure ILPs and associated course paperwork are completed appropriately for all learners. To develop curriculum learning and training materials. To manage ALL's system for providing extended learning support and the provision of personal learning and support plans.

#### **Quality Management**

- To monitor and evaluate appropriate quality assurance systems are complied with in the above Subject Area, including self-assessment, Quality Improvement Plan, reviews, lesson observations and target setting. To liaise with the Exams department to ensure all candidates are entered for the relevant examinations.
- To liaise with the Premises and Facilities Manager to ensure an appropriate teaching environment for the delivery of all classes. To ensure that appropriate venues are booked in advance and available, ensuring all comply with health and safety requirements.
- To prepare and review Risk Assessments for the appropriate learning environment. To liaise with the Site Manager in preparation of the PEEPS.

- To work with the above Curriculum Area Manager to ensure learner and tutor course evaluations are undertaken regularly, analysed and acted upon.
- To monitor and ensure that all current programmes are listed correctly in ALL's management information systems. To carry out corrective actions and notify the relevant manager.

### **Information Management**

- To use performance information effectively with staff and tutors to improve service delivery.
- To ensure that learner records and administrative paperwork is completed accurately and within agreed timescales. To promptly action requests for reconciliation of learner data and actively use ALL's data systems to monitor learners' attendance, progress, retention and achievement and success.
- To comply with all ALL's systems and procedures necessary to ensure accurate, complete and robust data is collected and maintained for all provision. To take responsibility for the sharing and disseminating of information as appropriate.
- To analyse relevant data and information effectively and take appropriate action. To develop effective communication strategies between different groups of ALL staff, prospective and current learners and stakeholders

### **People Management**

- To participate in the recruitment of staff and to undertake induction and regularly review staff performance.
- To line manage tutors who work within the above Subject Area, including undertaking lesson observations and moderation. To follow up, review and ensure completion of action plans from lesson observations. To convene and chair regular staff meetings with tutors.
- To lead and manage a team of staff. To deploy these staff as appropriate to ensure adequate cover within the area of responsibility managed. To advise line management on staff planning and liaising with the appropriate Council HR office. To monitor and appraise the workloads and effectiveness of allocated staff through regular supervision meetings.
- To identify and ensure the development needs, and any required training, of staff are met, including mentoring. To promote equality of opportunity with regard to the management and development of staff. To negotiate and agree annual key objectives and performance targets with allocated staff through the appraisal process.

### **General**

- To undertake appropriate, continuing professional development. To attend and contribute to relevant or internal meetings as required. To ensure that all activities undertaken are in line with ALL's commitment to safeguard and promote the welfare of the organisation's learners and vulnerable adults.
- To promote by consistent example, both internally and externally, the philosophy, values and behaviours outlined in ALL's vision, mission and values statement. To carry out the duties of the post with due regard to the Council's Equal Opportunities Policies and Core Values.
- To assist in carrying out the Council's environmental policy within the day to day activities of the post. To ensure Health and Safety policies, practices and legislation are complied with and that safe working practices are adopted at all times. Other duties commensurate with the post.

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**Grade and numbers of immediate subordinates:** Tutors

**Number of staff supervised by this officer:** Tutors

**Job Description/Post No:**

**Consideration will be given to restructuring the duties of this post  
for a disabled postholder**

## PERSON SPECIFICATION

<b>Job Title:</b>	Curriculum Leader	<b>Post No:</b>	D10765
<b>Directorate:</b>	Community Services	<b>Grade:</b>	PO2

### **Note to Candidates:**

The Person Specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the shortlisting and interview process for this post.

**Those categories marked 'S' will be used especially for the purpose of shortlisting.**

If you are a disabled person, but are unable to meet some of the job requirements specifically because of your disability, please address this in your application. If you meet all the other criteria you will be shortlisted and we will explore jointly with you if there are ways in which the job can be changed to enable you to meet the requirements.

### **Equal Opportunities**

- Commitment to implement the Council's Equal Opportunities policies
- Awareness of Equal Opportunities issues **S**

### **Knowledge**

- Knowledge of current developments within the other Curriculum Areas **S**
- In depth knowledge of current developments and current teaching methods within the role's Curriculum Area **S**
- Detailed knowledge of the above Subject Area **S**
- Knowledge of current quality assurance procedures **S**
- Knowledge of relevant current accredited and non accredited courses and awarding Bodies **S**
- Knowledge of current assessment and verification processes and self-assessment **S**
- Understanding of the current national and local context and funding of adult and community education **S**

### **Aptitude**

- Ability to empathise with learners and a willingness to help them resolve barriers to learning
- Ability to deal with sensitive issues using tact, discretion and diplomacy
- Ability to solve problems and think creatively
- Able to monitor and evaluate the impact of improvement strategies

### **Skills**

- Skills to communicate effectively with service users, external agencies, both verbally and in writing.
- Interpersonal skills
- Management skills.
- Numerate with analytical and planning skills
- Organisational and project management skills.

### **Experience**

- Teaching experience across a range of levels in the above subject area.
- Experience of carrying out learner satisfaction surveys and effectively working with staff and members of the public. **S**
- Experience of developing curriculum learning and training materials. **S**
- Experience of implementing and complying with quality assurance procedures. **S**
- Extensive experience of managing data information systems and providing extended learning support. **S**
- Experience of undertaking learner admissions and enrolments. **S**

### **Education**

- A relevant teaching qualification **S**

### **Personal Qualities**

- Ability to remain calm in emergencies.
- Commitment to improving the quality of curriculum provision
- Commitment to maintaining the welfare of ALL's learners, particularly vulnerable adults
- Commitment to the above Subject Area
- Customer service focused
- Decisiveness and able to act promptly under pressure
- Discretion when dealing with confidential information.

### **Circumstances**

- The post holder is required to be flexible in their work pattern. This may involve varying their hours from time to time, some evening and weekend work, working at different sites around the Borough and attending appropriate meetings on a regular basis. **S**

### **Physical**

- Generally candidates must meet standard Lewisham requirements for the post.