

Curriculum Manager

Job Title:	Curriculum Manager	Reporting to:	Head Of Apprenticeships
Department:	Apprenticeship & Graduate Business	Direct Reports:	Science/Manufacturing Tutor/Assessors
Key Contacts:	Quality, Administration, Tutor/Assessors	Location:	Remote with some office attendance
Date Created:	October 2021	Date Revised:	

Job Purpose

The post holder will provide leadership and line management direction to the tutor and assessor team. They will be responsible for developing the curriculum in our life and industrial sciences programmes, optimising the learner experience and maximising performance and outcomes for defined learning programmes.

Key Accountabilities

- Develop new, innovative teaching and learning materials through remote delivery using the Virtual Learning Environment (VLE)
- Engage and liaise with employers to devise a curriculum that is fit for purpose and meets essential criteria
- Support the development and preparation of Schemes of Work, Assessment & Verification plans, Course/Learner/Subject Reviews through regular updates / scrutiny of the QIP and with regular self-assessment and standardisation along with the Quality & Compliance Manager and Head of Apprenticeships
- Be responsible for promoting and safeguarding (including Prevent) the welfare of all learners for whom you have responsibility for or with whom you meet and adhere to Cogent's Safeguarding policy
- Monitor and review learner delivery plans, set stretching and challenging targets that inspire and raise aspirations and lead to the achievement of learning goals
- Effectively monitor, analyse, and report learner outputs as part of the Quality Team
- Proactively engage with a range of partners at various meetings/events
- Participate in relevant and appropriate training and development as required
- Effectively manage specific programmes and resources, including the management of the tutor/assessors
- In conjunction with the Quality & Compliance Manager, improve the quality of teaching, learning and assessment through effectively mentoring and coaching staff, evaluating practice, and implementing staff development and improvement plans
- Achieve outstanding outcomes for learners through motivating, inspiring and effectively managing the performance, appraisal, and development of staff within the curriculum area
- Effectively lead and manage curriculum operations, including reviews, planning processes and the overall development of the curriculum and extra-curriculum activities
- Work with the quality manager to ensure robust quality assurance processes (IV, EV, standardisation processes, audits etc.), review outcomes and where necessary implement suitable improvement plans
- Carry out mentored and graded lesson observations in conjunction with the quality and compliance manager in accordance with our policy



Key Performance Indicators

- Raise learner grades monitoring attendance, progress reviews and other appropriate means
- Development of new products and enrichment of current products through robust curriculum design, evaluation and feedback
- Digitalisation of content, improving our VLE in line with the curriculum development plan
- Leadership & Management following Cogent's appraisal process to facilitate the business unit's strategic goals and ensure KPI's are met and exceeded

Essential Knowledge Skills and Qualifications

- A Degree or equivalent level qualification in an industrial / life science
- PGCE, Cert Ed or Level 5 Teaching Diploma
- GCSE math's and English at Grade C or above, or equivalent
- Demonstrable ability to deliver high quality teaching and learning
- Excellent knowledge in the provision of science and process apprenticeship standards
- Demonstrable ability to devise strategies which improve development of KSB and improve success rates
- Supportive ability to give clear and constructive feedback to learners to guide learning which leads high levels of attainment
- Excellent understanding and knowledge of the pastoral and support needs of learners
- Excellent knowledge of a range of effective teaching and assessment methodologies
- Excellent IT, verbal, written and wider communication skills

Desirable Knowledge, Skills and Qualifications

- Assessor and/or Verifier qualifications
- Leadership, management, coaching or mentoring qualification
- Experience as an external standards verifier/moderator
- Substantial experience of high-quality teaching (post-16) across a range of levels
- Evidence of innovative curriculum review, design, planning and development including VLE / remote learning
- Knowledge of coaching, mentoring, supporting, and guiding staff
- Knowledge / experience of delivering science-based apprenticeship standards
- Understanding / application of current Ofsted EIF

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organisation. This role will require submission and checks with the Disclosure and Baring Service (DBS) at an advanced level.

