



Job Description

The job description gives an indication of tasks to be performed within a specific area

JOB TITLE: Assistant Curriculum Manager

Responsible to the Curriculum Manager.

JOB PURPOSE:

To ensure that the curriculum of Priestley College is managed and developed effectively so that all learners' needs are met and quality is assured.

KEY TASKS:

GENERAL

- To deputise for the Curriculum Manager.
- To undertake specific curriculum management responsibilities as agreed on an annual basis with the Curriculum Manager.
- Where appropriate, lead subject/programme area teams.
- As a member of the Curriculum Area Management Team, to work to ensure that college policies and procedures are understood and adhered to.
- To complete data returns and administrative tasks in a timely and efficient manner.
- To perform the normal duties of a teacher.

TEACHING AND LEARNING

- Within specific areas of responsibility, manage the development and implementation of the curriculum, taking account of national curriculum developments and the local context.
- To actively work towards achieving the college's annual targets for recruitment, retention, achievement and progression.
- To support college initiatives aimed at raising student performance and improving the quality of provision.
- To work with the Student Support Team to ensure all learners are given every opportunity to fulfil their potential.

QUALITY ASSURANCE

- To work to ensure the effective implementation of the college's Quality Assurance procedures.
- To contribute to the monitoring of teaching and learning.
- To contribute to the performance management process in line with the college's staff review procedures.

RESOURCES

- To advise on staffing requirements and to take part in recruitment procedures for both full and part-time staff.
- To take part in and contribute to the college's annual professional development programme.
- To control and monitor resource allocation and spending for areas of specific responsibility in line with the principles of best value.

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment