

**Curriculum Manager HE Recreation & Welfare
Circa £35,600 - £39,000 per annum**

Ref: 11-069

In this challenging but rewarding role, you will lead in the co-ordination and development of the Centre's Higher Education provision in Counselling, Health & Social Care, Public Services and Sport programmes ensuring quality standards are met. You will be expected to lead in the development of a new flexible and innovative curriculum to take advantage of new market demands.

With previous experience of teaching Higher Education in a Further Education environment, or Higher Education with strong links to a Further Education college coupled with significant industry experience, you will have a degree or equivalent in a Health and Social Care related area. You should also hold a Masters Degree or be working towards one. As this is a management role, you should have previous experience of effectively managing a team, and be able to demonstrate the ability to lead and motivate others. A teaching qualification is essential for this post.

Applications received by 24 February 2012 will receive first consideration. However, applications received after this date may be considered.

A job description and application pack can be obtained from our website: www.colchester.ac.uk. Applications, by CV if preferred, should be emailed to jobline@colchester.ac.uk.

Vacancy Information**Curriculum Manager, HE Recreation and Welfare****Job ref: 11-069****Hours** 37 hours per week, 52 weeks per year**Salary** £35,628 - £38,937 per annum**Duration** Permanent**Location** Colchester

To apply: Please complete and return an application form, or send in your CV with covering letter if preferred, by post to Joyce Bell, HR Department, Colchester Institute, Sheepen Road, Colchester, Essex, CO3 3LL, or by email to jobline@colchester.ac.uk. In either case, or if you have already sent in your CV, we would be grateful if you could complete an equal opportunities monitoring form.

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. You must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings. If you are offered the post we will need to obtain a satisfactory Criminal Records Bureau Disclosure for you.

Additional Information

Colchester Institute has a well established Centre for Recreation and Welfare providing relevant and up-to-date vocational experience of the highest quality, in a range of settings. The Centre has been innovative in the development of programmes and values part-time routes to qualification and flexible entry. The College is responsive to the needs identified by the different sectors it represents, and provides students with the opportunity to enter these exciting areas of work.

The College places a strong emphasis on recruiting high quality staff and on supporting continuing professional development for all staff to ensure that they are effective in providing high standards of teaching and learning and in putting customers first.

Candidates applying via email will not receive hard copy information by post and are therefore recommended to visit our website www.colchester.ac.uk to obtain further details about the College

COLCHESTER INSTITUTE JOB DESCRIPTION

Job Title: Curriculum Manager HE, Recreation and Welfare

Reports to: Head of Centre, Recreation and Welfare

Grade: CM Grade Points 38 – 41
£35,628 - £38,937 per annum

OVERALL RESPONSIBILITIES:

This role will lead in the co-ordination, consolidation and development of the Recreation and Welfare Centre's Higher Education (HE) provision in Counselling, Health and Social Care, Public Services, and Sport programmes. The Curriculum Manager (CM) for HE programmes is also expected to lead in curriculum development and innovation. A large part of the role will be to ensure that the teaching and learning on HE programmes meets the required quality standards for the College, awarding bodies and relevant professional bodies. The post holder will also liaise with relevant College managers and outside agencies to further develop the provision. A key role of this post will be to lead on the development of a new, flexible and innovative curriculum to take advantage of new market demands and the opportunities identified under the new demand-led funding methodology. You will be expected to be a pro-active member of the Centre's Curriculum Management team, including working flexibly with other team members and undertaking appropriate management roles to increase the effectiveness of the Centre. The role's overall responsibilities include:

- To monitor and review courses in the HE curriculum area including implementing the College's and professional bodies' quality assurance policy.
- To line manage staff teaching on HE programmes and manage resources.
- To develop and implement programmes and secure appropriate validation.
- To undertake operational responsibility for curriculum management for Recreation and Welfare HE programmes, including the management of people, activities, course and quality development.
- To form part of a curriculum management team working flexibly with other team members to undertake appropriate management roles to increase the effectiveness of the Centre for Recreation and Welfare.

MAIN DUTIES:

1. To develop, co-ordinate and manage all aspects of learning in the HE curriculum area, ensuring effective, high quality, learner focused and cost efficient curriculum provision and delivery which meets the needs of all learners within the context of local and national targets and initiatives.
2. To lead the planning, managing and marketing of HE programmes, including working with employers and other commercial activities to ensure the

achievement of all College targets and to support the performance management process for the Recreation and Welfare Centre.

3. To lead on co-ordinating the general management of day to day operations and activities in the HE curriculum area, including timetabling, staff cover, marketing, student discipline, quality assurance and improvement of systems, self assessment and curriculum development, learner recruitment, enrolment, induction, progression and discipline within the curriculum area.
4. To develop new curriculum areas to meet the needs and demands of learners, community and employers.
5. To be responsible for student recruitment, retention and achievement targets with the aim of meeting or exceeding national benchmarks.
6. To strengthen current and develop new links with Health and Social Care, Public Service and Sport providers as appropriate and strengthen employer engagement, including work placements for students.
7. To play a key role in the development of new, flexible and innovative curriculum to take advantage of new market demands and the opportunities identified under the new demand led funding methodology.
8. To manage a team of lecturing staff, to include undertaking personal development reviews, objective setting, performance monitoring and staff development.
9. To ensure that the highest teaching and learning standards are achieved and maintained through effective curriculum management.
10. To research and advise on up-to-date teaching methods, modes of delivery and new curriculum initiatives and to deliver staff development sessions on the above.
11. To monitor and control budgets to ensure that recommendations are put forward for the budget setting process and that budgets are met.
12. To prepare staff timetables to ensure effective staff utilisation within the team/centre.
13. To observe lessons and provide support for teaching staff as appropriate.
14. To ensure that quality procedures are adhered to on the HE programmes.
15. To lead and contribute to specialist project teams as necessary in curriculum centre or cross college matters and to disseminate information for such work.
16. To ensure adequate staff cover during absences.
17. To assist in the recruitment of staff.

18.To undertake lecturing duties.

19.To lead in the validation of new courses and qualifications.

20.To work to promote and apply the College's Safeguarding and Child Protection policy and practices.

21.To work to promote Equality and Diversity in all aspects of the role including eliminating bullying and harassment.

22.To undertake any other associated duties as determined by your Head of Centre.

This job description is a guide to the duties the postholder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Colchester Institute.

PERSON SPECIFICATION

JOB TITLE: Curriculum Manager HE – Recreation and Welfare

	Essential	Desirable
Qualifications/ Training	<p>Degree or equivalent in relevant subject e.g. Counselling, Health, Social Care, Social Work etc.</p> <p>Teaching qualification, PGCE or equivalent</p> <p>Masters degree or working towards one</p>	<i>Training in leadership or management</i>
Knowledge/ Experience	<p>Experience of teaching on HE courses within an FE environment</p> <p>Experienced in the application of innovative methods and modes of delivery</p> <p>Significant experience of working in the healthcare or social work sector, with recent or current relevant practice</p> <p>Current experience of working with healthcare or social work practitioners to develop curriculum in HE</p> <p>Experience of effectively managing a team of staff</p> <p>Knowledge and understanding of current workforce development strategic aims in the NHS, Local Government and Education</p> <p>An understanding of 'safeguarding' and its importance within the College</p> <p>An awareness of the importance of Equality & Diversity in the curriculum</p>	<i>Professional, clinical or management experience in the health and social care sector</i>

Skills/Abilities	<p>Ability to develop strategies to deal with increasingly competitive education and training markets in health and social care</p> <p>Ability to lead and motivate others to deliver requirements of the Health & Social Care HE Curriculum</p> <p>Ability to coach and mentor others</p> <p>Ability to communicate effectively with the College Leadership Management Group and external links such as workforce development managers in the healthcare and social care industry</p> <p>Ability to deliver staff development sessions to improve quality</p> <p>Ability to undertake teaching and learning observations and give constructive feedback</p> <p>Excellent organisational skills</p> <p>Excellent time management skills with the ability to deliver to tight deadlines</p>	
Special Requirements	<p>Prepared to work evenings or outside of usual working hours as required to meet the needs of the centre of study</p> <p>To be able to work flexibly</p>	