

CURRICULUM MANAGER JOB DESCRIPTION

Main purpose of job: To work as a member of Swarthmore's management team, with specific responsibility for the management, development, promotion and support of the Centre's learning offer providing curriculum leadership and direction.

Strategically you will understand the adult learning landscape locally and nationally with a good knowledge of the changes that are being implemented across Adult Education.

Responsible to: The Director

Salary: £36,017.28

Hours: 36 hours per week

Work days: Monday – Friday

Evening / weekend work: regular evenings and occasional weekends.

Location of work: Swarthmore Education Centre

Conditions: Swarthmore conditions apply - this post is subject to a satisfactory enhanced DBS Clearance

The post holder will be expected to carry out her/his duties in the context of the Centre's Equality and Diversity Policy and Health and Safety guidelines.

Responsibilities and Duties

1. Curriculum Development

- Responsible for general development of courses and programmes within the centre and local community,
- Identifying, accessing and representing Swarthmore to appropriate organisations, networks and potential partners
- Liaising and working with other managers and coordinators on provision across all curriculum areas at Swarthmore
- Efficient management of relevant curriculum resources and records
- Strategic curriculum development responding to a changing economic and political educational environment.

2. Supervision and support of staff and volunteers

- Ensuring that all relevant teaching, coordinating, volunteering and curriculum support posts are appropriately supervised and supported, with clear channels of communication
- Development and implementation of supervision and support systems for identified staff and volunteers, including individuals and team meetings
- Liaising with staff and volunteers to provide information about curriculum developments, relevant training, teaching resources and materials

3. Promotion

- Development and coordination of annual and other Swarthmore related publicity within the context of the Centre's overall promotional policies
- Development and co-ordination of promotional or access events in consultation with colleagues in the management team

4. Quality Management

- Implementing procedures to ensure quality assurance and improvement, as developed by the management team

5. General Duties

- Meeting all administrative, monitoring and reporting requirements for all relevant programmes.
- Managing non- accredited and accredited programmes
- Responsibility for delegated areas of expenditure
- Responsibility for Centre management on occasional evenings and weekends by arrangement

6. Organisational Functions

- Working under the guidance of Swarthmore's Council as part of a management team to initiate, develop, implement and review Swarthmore's strategic development.
- Identifying and responding to relevant funding or income generating opportunities, in consultation with colleagues
- Participating in regular management team meetings
- Deputising for the Director, as required

7. Training and Development

- To maintain and develop own personal and professional skills.
- As line manager ensure staff have support for their personal and professional development.