

Job Description	
Job Title	Curriculum Leader
Salary	Point 40 (Fixed Point) + R&R Premium of £2,180
Main Purpose	To support the Head of Technical Education and wider Senior Leadership Team to oversee the delivery of teaching, learning and assessment that leads to excellent outcomes and supports learners to progress towards their aspirational career.
Responsible for	Lecturers, Training Consultants, Technicians and other roles within area of responsibility
Line Manager	Head of Technical Education
Date Job Description Agreed	4 th September 2018 (Updated 16 th October 2025)

MAIN DUTIES
Curriculum Leader Duties 1. Support and deputise, where appropriate, for the Head of Technical Education; 2. Line manage lecturers, Training Consultants and any support staff within the area of responsibility and monitor their deployment and performance; 3. Lead the performance management of staff including conducting appraisals and identifying development needs, ensuring that outcomes from ITLA interventions are addressed in a timely manner; 4. Monitor and support staff in the processes required for them to help learners reach their aspirational career goals, including, but not limited to: a. Learner enrolment and induction b. Initial assessment and group profiles c. Planning for learning, including schemes of work and lesson plans d. Reviews of progress and targets e. Excellent feedback, including support for English and maths, and preparing reports for parents and carers f. Preparation for examinations and tests

- g. Pastoral support and guidance
 - h. Attendance and punctuality
 - i. Behaviour and discipline
5. Support new delivery staff through induction and appropriate training and mentoring;
 6. Where appropriate, support the improvement of teaching, learning and assessment in line with the college's policy, including coaching of delivery staff;
 7. Identify potential areas of risk within the area of responsibility and support the Manager to take action to mitigate;
 8. Coordinate the Programme Review and Evaluation (PRE) process, which feeds into and supports the college's self-assessment and quality improvement planning.

Lecturer Duties

1. deliver teaching, learning and assessment that is relevant, inspiring, developmental and aspirational, and that leads to excellent progress, achievement, retention and destinations;
2. identify the learning needs of individuals and groups attending programmes – including, where appropriate, action planning with individual learners and ensuring that each learner is taught according to their ability and potential;
3. devise and deploy an appropriate range and variety of teaching, learning and assessment methods to ensure learners make excellent progress;
4. ensure that learners establish positive attitudes to learning – including enhancing their motivation and interest, increasing their capacity for independent learning and supporting their general development;
5. assess the progress of learners and support them with processes that stretch and challenge them to achieve more;
6. timely submission of all documentation that forms part of the Derwentside College learner journey;
7. contribute to curriculum development that ensures the college's courses are current and informed by employers;
8. participate in the college's procedures for improving teaching, learning and assessment and take part

in relevant CPD that enhances practice;

9. take an active part in supporting the recruitment of new learners, including promoting the college to the local community and stakeholders, and delivering school liaison activities.

Corporate Responsibilities:

9. make a significant contribution to the overall management of Derwentside College;
10. support and participate in talent management and development experience
11. effectively communicate strategy, plans and actions to inspire and motivate teams and individuals
12. represent the College within the areas of responsibility in the absence of your line manager
13. promoting the College's core values, strategic objectives, operational targets and business activities – and supporting the implementation of its plans, policies and procedures;
14. uphold high standards of professional conduct and practice;
15. safeguard and promote the welfare of children, young people and vulnerable adults;
16. implement and monitor quality assurance procedures appropriate to the post-holder's area of accountability in order to secure compliance with the College's quality assurance system;
17. seek to enhance co-operative working relationships, the quality of service provision, and the level of customer satisfaction;
18. keep up-to-date with the major developments relevant to the post;
19. use those IT packages and systems available for the rapid and efficient completion of work tasks;
20. implement and monitor health and safety standards and procedures within the post-holder's area of accountability in order to secure compliance with statutory requirements, HSE recommendations, and the College's health and safety policy;
21. demonstrate commitment to the principles of equality of opportunity and treatment, taking appropriate action in order to secure compliance with statutory requirements and the College's equal opportunities policies;
22. meet agreed personal performance targets;
23. participate in staff training and undertaking appropriate personal professional development;
24. attend (and, where appropriate, chair) working parties, task groups and team meetings, as directed;
25. undertake other appropriate activities as may reasonably be required.

Person Specification	
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ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	A relevant teaching qualification	- a management qualification - an Internal Quality Assurance qualification
Experience	- of learning programmes in an FE context - of the development of effective quality assurance processes relevant to the experience of learners - of a significant and regular involvement in curriculum development, including the design and delivery of imaginative and innovative teaching and learning methods - of the provision of tailored guidance and support related to the individual needs of learners - of working with external agencies - of making a positive contribution to raising levels of learner participation, retention and achievement - of Ofsted inspection	- of apprenticeships - of leading a team towards the achievement of specific targets
Skills and abilities	- to manage staff deployment - to set challenging, achievable and measurable targets for individuals and for groups – monitoring and managing performance against these targets - to analyse, understand and manage data and information as a basis for performance monitoring & decision making - to communicate clearly and concisely (both orally and in writing) – presenting detailed information accurately and complex arguments persuasively - to develop positive and professional relationships which generate mutual confidence, respect and trust - to conduct effective meetings and interviews	to deploy a range of leadership and management techniques that initiate innovation, drive up performance and support continuous improvement

	• to use IT packages and systems • to plan and prioritise his or her personal workload effectively, acting on his or her own initiative and ensuring that deadlines are met • to inspire, energise and enthuse both learners and colleagues	
Knowledge and understanding	• of current key national and regional priorities for education and training • of educational theory, teaching and assessment methodologies, and the characteristics of effective learning strategies • of individual target setting as a strategy for raising learner aspiration and achievement • of the implications of learner-centred approaches in the planning and delivery of teaching and learning support	• of the local, regional and national contexts within which the College operates • of the Ofsted inspection framework
Personal qualities	• a practical, resourceful and imaginative response to problem solving • a distinct and credible personal presence • a determination to be successful • energy, drive and self-reliance • an eagerness to embrace change • a customer-focused, financially-aware and cost-conscious outlook • a genuine commitment to educational values • a determination to create a culture focused on the success of learners • a readiness to adapt to changing circumstances and new ideas • intellectual rigour and independence of mind • excellent judgement	
Other requirements	• a demonstrable commitment to equal opportunities and diversity, and to the safeguarding of young people and vulnerable adults • evidence of successful and relevant continuing professional development • full UK driving licence and access to a vehicle for business use (or access to equivalent mobility)	