



<b>JOB DESCRIPTION</b>	
<b>JOB TITLE</b>	Curriculum Leader – Computing
<b>PAY/GRADE</b>	Point 33 £33,700 – Point 36 £36,785 per annum + £4000 Golden hello for the right candidate
<b>HOURS</b>	37 hours per week, all year round
<b>REPORTS TO</b>	HE Manager
<b>LOCATION</b>	University Centre Peterborough
<b>JOB PURPOSE</b>	
<p>To lead the development and delivery of a curriculum area. To have responsibility for a programme/pathway(s), including recruitment, curriculum content and quality indicators. This will include revising the curriculum in line with QAA subject sector benchmarks, periodic review and following External Examiner / external scrutiny. Working with the HE Manager and partners to ensure an innovative and high-quality programme provision. To meet the needs and expectations of students on their course in line with the HE Charter, UCP policies and baseline regulatory requirements.</p>	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<p>Your main duties and responsibilities will include, but will not be limited to the following areas:</p> <ul style="list-style-type: none"> <li>• Responsibility for the day to day operational coordination, quality and development of the programme or programmes assigned, including the proposal and validation of new courses and curriculum revisions.</li> <li>• Proactively identifying areas for improvement and action where necessary to enhance the student experience.</li> <li>• Be fully conversant with programme(s) specifications and academic regulations for the defined area thus ensuring conformity and best practice.</li> <li>• Act as the first point of contact for internal and external queries, issues and actions concerning the students on programme or for other programme related matters</li> <li>• Lead and organise moderation of assessments in line with awarding body requirements and to ensure the coordination and return of marksheets and paperwork to Departmental Assessment Panels and Awards Boards which you will attend.</li> <li>• Plan, implement with your team, monitor and manage the intake of new students during enrolment to ensure every student undertakes an induction in line with CMA regulations and signpost students who require Additional Learning Support.</li> <li>• Lead the validation and re-validation of courses as required including design and subsequent planning documentation.</li> <li>• Plan staff timetables on TPT and Pro Solution to ensure all programmes have suitable qualified staffing, whilst maximising staff utilisation. Provide staffing cover for absence to ensure continuity for students.</li> <li>• Ensure timely completion of APL documentation for approval by HE Managers</li> <li>• Organise extra-curricular events for students which enable subject development, progression, employment and research opportunities.</li> <li>• Ensure the rigorous tracking of progress of individual students; identification of at-risk students and ensuring appropriate support is in place in a timely manner.</li> <li>• Ensure the delivery team set meaningful targets for development and undertake and record progress reviews on Pro-Monitor.</li> <li>• Assist the relevant, HE Manager in programme wide monitoring and using the quality systems to ensure student success across the programme.</li> </ul>	



- Ensure the timely completion and promotion of NSS, MES, DHLE, and related action plans.
- Produce an Annual Monitoring Report ensuring enhancements and actions are achieved and reported to the HE Manager.
- Be responsible for meeting recruitment targets and conversion of applicants for the area, including engaging in interviews, open days and outreach activities, and specific curriculum events as well as regular contact with potential students.
- Monitor, report and action as appropriate on a range of quality indicators related to the student journey including attendance, retention, classification achievement, employment and student survey outcomes.
- Hold and take part in regular team meetings where applicable:
  - Course Meetings
  - Faculty Board
  - Student Engagement, Learning and Teaching Committee
  - Committees required by the awarding body
  - MAPs/Awards Board
  - HE Academic Board (where invited)
- Deliver high quality teaching and learning across a number of related Programmes in subject area.
- Ensure that Virtual Learning Environments are regularly updated for all modules / units and to champion innovative use of technologies.
- Produce local module guides and lesson plans for all teaching and learning. Producing and providing resources for students to enable effective and inclusive learning.
- Mark and assess students' work promptly, accurately and fairly ensuring external guidelines are met.
- Maximise student success by working with and providing any identified student need by referring to any of the Student Support Services available.
- Ensure equality of opportunity for all learners and challenge inappropriate behaviour at all times as identified in the HE Charter and UCP policies.
- Undertake on-going subject enhancement and pedagogic development to enhance student learning.
- Undertake personal development and participate in good practice sessions

#### **Scheduled Teaching Commitments**

- Formal Class contact e.g. teaching groups of students in classrooms / online, laboratories, studios, workshops, in the community, on an employer's premises, outdoors, on residential and by open and distance learning.
- Invigilating and supervising examinations and tests.
- Assessing individuals and small groups both inside and outside the College.
- Tutorial and supervision work with individual students and groups both inside and outside the College.
- Timetabled availability to students in learning resource centres etc.
- Academic and other guidance and counselling activity.
- Timetabled community development work with clients in a learning context.
- The number of teaching hours and remission will be advised.

**OTHER**

- Engender a strong team ethos, which promotes a positive, can-do attitude across the department.
- Maintain excellent standards of customer care and provide a flexible and responsive service to all users.
- Contribute to the development of IEG Group's Strategic Aims, Objectives and Values.
- Perform duties to a high standard and to ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to own role.
- Participate in and make an appropriate contribution to the College's planning and review processes.
- Undertake continuing professional development as appropriate. Which means taking a full part in the IEG staff development programme, including departmental and role specific training, and the IEG appraisal process.
- Commitment to safeguarding and taking a shared responsibility to promote the welfare and a safe environment for children, young people and vulnerable adults learning within the group.
- To carry out such duties as may be determined from time to time within the general scope of the post.

**TERMS AND CONDITIONS**

<b>Contract</b>	Permanent
<b>Pension</b>	Teachers' Pension Scheme
<b>Holiday</b>	37 days per year, plus bank holidays and discretionary days
<b>Probation</b>	New appointees to the College are subject to a 10 months' probationary period
<b>Disclosure</b>	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
<b>Working Arrangements</b>	Normal working hours of 8.30am to 5pm Monday to Thursday, 8.30am to 4.30pm Friday

**APPLICATION PROCESS**

Applicants should submit a CV and covering letter detailing how they meet the essential and desirable criteria of the role to [HR@peterborough.ac.uk](mailto:HR@peterborough.ac.uk)

<b>Closing Date</b>	
<b>Interview Date</b>	

## PERSON SPECIFICATION

### Curriculum Leader – Digital Arts

Criteria	Essential or Desirable		Assessment Method			
			A	I	T	R
<b>QUALIFICATIONS</b>						
Good general level of education including Level 2 qualifications in English and Maths	E		✓			
Minimum level qualification to teach subject –degree or professional industry qualifications. Level 7 Masters qualification or working towards will be required for Level 6 supervisions.	E		✓			
Level 3 teacher/training qualification (e.g. PTLLS) or commitment to working towards	E		✓			
Level 5 Teaching qualification (e.g. DTLLS, Diploma in Education and Training, Cert Ed or PGCE) * (Note period to complete)	E		✓			
Assessor and Internal Verifier qualifications (if relevant to subject area)		D	✓			
<b>EXPERIENCE</b>						
Industry/commercial experience in subject area/s		D	✓	✓		
Previous teaching experience	E		✓	✓	✓	
E learning skills in order to develop resources and provide learning pathways for learners		D	✓	✓		
<b>KNOWLEDGE</b>						
Up to date knowledge of current initiatives impacting on vocational/subject area	E		✓			
Knowledge of MS office applications	E		✓	✓		
Evidence of understanding and effective implementation of safeguarding policies	E		✓	✓		
Knowledge of issues relating to confidentiality	E		✓	✓		
Understanding of Equality and Diversity and its importance within the College	E		✓	✓		
Understanding of social education principles and awareness of current policies and initiatives		D	✓	✓		
<b>KEY SKILLS</b>						
Ability to relate to young people and adults positively both as individuals and in groups, encouraging participation, involvement, empowerment and achievement	E			✓		
Ability to analyse and reflect on own professional practice	E			✓		
Ability to work independently and as part of team with a track record in achieving individual and team results	E			✓		
Ability to appropriately manage young people's behaviours	E			✓		
Ability to form and maintain appropriate relationships and personal boundaries with young people and vulnerable adults	E			✓		
Emotional resilience when working with challenging behaviours	E			✓		
Excellent communication skills (oral and written) and demonstrable presentation skills	E			✓		
Ability to determine priorities and make decisions, supported by excellent organisational skills	E			✓		
Mentoring and instructing skills	E			✓		
Enthusiasm	E			✓		
Self confidence	E			✓		
Commitment to learner experience	E			✓		

OTHER						
Awareness of and commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults	E			✓		
Commitment to equality of opportunity and the principles of inclusive learning and the ability to promote it in all aspects across IEG	E			✓		
Evidence of a personal commitment to continuous professional development and training	E			✓		
Commitment to the IEG's core values	E			✓		
Awareness of Health & Safety, wellbeing and environmental issues	E			✓		
Flexible approach to working practices	E			✓		✓
Professional appearance and behaviour	E			✓		
Good previous attendance record	E			✓		✓
Ability to travel on College and Group business	E			✓		✓
Satisfactory enhanced DBS check + barred list for regulated roles	E	Pre-employment check				

Assessment Criteria: A = Application, I = Interview, T = Test, R = Reference