



JOB DESCRIPTION

JOB TITLE	Group Head of Curriculum – Engineering and Motor Vehicles
PAY/GRADE	Point 49 £54,922
HOURS	37 per week, all year round, to be worked flexibly
REPORTS TO	Assistant Principal – Curriculum (Study Programme/T Levels Provision)
LOCATION	Inspire Education Group (Peterborough and Stamford Colleges)

JOB PURPOSE

To provide a broad, relevant, differentiated and enjoyable learning experience for all students within the Group Faculty so they can achieve their full potential, ensuring that the curriculum offered is industry-focused and students, including apprentices, are career-ready.

The post-holder is personally accountable for the following outcomes:

1. Ensure consistency of high standards for all students across the group
2. Student achievement for all provision above national rates
3. Effective staff deployment and performance of staff
4. Innovate and high standard of Teaching, Learning and Assessment across the Group
5. Continuous improvement: specifically, the successful delivery of all action plan requirements within the Engineering/Motor Vehicle Group QIP
6. Full compliance with awarding body requirements
7. Achievement of key performance indicators, including financial targets.

MAIN DUTIES AND RESPONSIBILITIES

Your main duties and responsibilities will include, but will not be limited to, the following areas:

- Lead and manage inspiring teaching, learning and assessment opportunities across the group curriculum area, which deliver year-on-year improvements in student retention, attendance, achievement, value-added, progression, work experience, and other outcome measures as defined by KPIs.
- Lead and manage the curriculum planning and delivery of apprenticeships and employer-related training.
- Encourage and ensure that all learning and skills development are sequenced, focused on individual student starting points, learning is assessed over time, full-time students and apprentices can demonstrate that they can apply to learn via different scenarios, and they know how learning supports their next steps.
- Develop the group curriculum plan to ensure it is future-focussed and responsive to labour market information to meet the needs of apprenticeships, full-time students and employers.
- Lead and share best practices with Assistant Principals of Curriculum and other Heads of Faculty so that curriculum innovation and Craft of Teaching is consistently good/outstanding across IEG.
- Collaborate with Digital Technologies Manager to enhance curriculum delivery and support delivery staff and students to develop digital skills for the future
- Lead and encourage innovation in curriculum design and delivery to ensure that all students, including apprentices, are inspired, engaged and prepared for the world of work.
- Agree and regularly review with Assistant Principal year targets and performance data for Engineering/Motor Vehicle KPIs.
- Promote a culture of high performance and aspiration amongst staff and students across the Faculty.
- Formulate an annual financial curriculum plan for Engineering/Motor Vehicle,



including student number targets, staffing levels and mix, within corporate guidelines. Undertake accurate monitoring and forecasting to deliver against agreed targets and report achievement through regular performance reviews.

- Make effective use of College reports to ensure efficient curriculum delivery, e.g. staff utilisation and average class size.
- Take the lead role and work with Assistant Principal Quality on internal quality improvement measures, including writing the Faculty self-assessment report (SAR) and quality improvement plan (QIP).
- Develop a network of external contacts and stakeholders to ensure currency of curriculum content and provide work experience opportunities.
- Encourage and support student enterprise activity across the Group.
- Support embedding of safeguarding policy and procedures to ensure the safeguarding of all students.

OTHER

- Engage a strong team ethos, which promotes a positive, can-do attitude across the group faculty
- Ensure staff across the group Faculty plan curriculum outcomes together so that resources and full-time student and apprenticeship activities can be coordinated
- Manage staff performance in line with College HR procedures.
- Maintain excellent standards of customer care and provide a flexible and responsive service to all users.
- Contribute to developing IEG Group's Strategic Aims, Objectives and Values.
- A commitment to the provision of high-quality, student-centred service.
- Perform duties to a high standard and ensure that quality assurance and improvement processes are implemented successfully across the College, particularly those relating to their role.
- Participate in and appropriately contribute to the College's planning and review processes.
- Assist with College enrolment/open evenings as required (which will entail occasional attendance outside normal College hours for which time off in lieu will be agreed).
- Undertake continuing professional development as appropriate. Take a full part in the College staff development programme, including the appraisal process
- To carry out such duties as may be determined from time to time within the general scope of the post.

TERMS AND CONDITIONS

Contract	Permanent – Management
Pension	Teachers' Pension Scheme
Holiday	35 days per year, plus bank holidays and discretionary days
Probation	New appointees to the College are subject to a 10 months' probationary period
Disclosure	All employment offers are subject to a satisfactory fully-funded enhanced DBS check
Working Arrangements	Normal working hours of 8.30am to 5.00 pm, Monday to Thursday, 8.30am to 4.30pm Monday Friday

APPLICATION PROCESS

Further information and an application can be found on our website <https://ieg.ac.uk/jobs/> Applicants should submit an application form detailing how they meet the essential criteria on the Person Specification by the closing date.

Closing Date: 3 December

Interview Date: TBC

PERSON SPECIFICATION						
Group Head of Curriculum – Engineering & Motor Vehicles						
Criteria	Essential or Desirable		Assessment Method			
	A	I	T	R		
QUALIFICATIONS						
Education to degree level or equivalent demonstrable knowledge and experience	E		✓			
Full teaching qualification (PGCE, Cert Ed, DTLLS, DET)	E		✓			
Higher Degree or Professional Qualification in Management / Education at Masters level		D	✓			
Minimum of Level 2 Literacy and Numeracy	E		✓			
EXPERIENCE						
Substantial experience in curriculum planning and innovation has impacted the student experience	E		✓	✓		
Recent experience of successfully leading and managing Curriculum departments/Faculties in a senior role, including leading improvement in performance and student outcomes	E		✓	✓		
Managing student performance targets including; attendance, discipline, retention, progress and achievement	E		✓	✓		
A demonstrable record of curriculum innovation and development	E		✓	✓		
Experience in analysing and effectively using data to bring about significant improvements for students	E		✓	✓	✓	
Experience in managing complex people issues and robustly addressing underperformance	E		✓	✓		
Experience in working collaboratively with colleagues, peers and external stakeholders	E		✓	✓		
KNOWLEDGE						
Knowledge of current industry standards, trends and technology	E		✓	✓		
Government initiatives impacting Further Education	E		✓	✓		
An understanding of the quality assurance procedures and processes necessary to ensure the delivery of high-quality education	E			✓		
Awarding body regulations and course specifications	E			✓		
Knowledge and understanding of the requirements of the 16-18 Years Accountability Measures	E		✓	✓		
Knowledge and understanding of The Apprenticeship Training Provider Accountability Framework and audit processes	E		✓	✓		
Practical experience and knowledge of budget management	E			✓		
KEY SKILLS						
A Commitment to; <ul style="list-style-type: none"> •Excellence •Prioritising the needs of students •Inclusivity and promotion of equality and diversity •Team working •Enterprise in education •Securing continuous improvement 	E			✓		
To be a good communicator able to present to a wide range of audiences	E			✓	✓	
An ambition to become a Principal and resulting commitment to personal development and training to achieve this goal	E			✓		
A dynamic, responsive and positive approach to rapid change agenda	E			✓		

The ability to continuously review and evaluate progress	E			✓		
An excellent understanding of the strategies and processes required for outstanding teaching and learning	E			✓		
Commitment and relentless drive for excellence in teaching and learning for students at all levels	E			✓		
To lead others with energy, enthusiasm and tenacity to command respect and to provide an environment where others feel valued and motivated				✓		
The ability to analyse data and review performance				✓	✓	
To be flexible and be able to take both a proactive and responsive approach to change				✓		
To promote equality of opportunity throughout all aspects of College life, including employment and service delivery				✓		
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 at all times	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 = References