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| **Job Title:** | Curriculum Director | **Post No:** |  |
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| **Curriculum Area:** | Engineering and Automotive | **Department/**  **Team:** | Technical and Vocational |

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| **Reports to (job):** | Vice Principal Technical and Vocational Learning |
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| **Responsible for (jobs):** | Leadership and management of technical and vocational qualifications across the Engineering and Automotive provision. |

# Job Purpose

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| To be responsible to the Vice Principal:   * Working closely with the Vice Principal; to lead on the College’s Engineering and Automotive Technical and Vocational provision, implementing a curriculum strategy, including T-Levels, Higher Education, Full Cost delivery and Community Learning. * Leading on teaching, learning and assessment across the Engineering and Automotive provision at London Road campus and as the lead professional for Technical and Vocational qualifications and other courses ranging from Level 1 to undergraduate level. * Working closely with the Director of Quality Teaching & Learning Enhancement to ensure the highest standards of outcomes for all students are achieved in relation to retention, achievement, and progress. * Working closely with the Director of Apprenticeships to ensure the highest standards of technical training for apprentices is delivered to meet employer and apprenticeship standard requirements. * Responsible for the quality monitoring, curriculum planning and development of Technical & Vocational qualifications across the Engineering and Automotive curriculum areas. * As Curriculum Director, you will play a significant role in providing outstanding Technical and Vocational Education and Training where every student makes outstanding progress. * To act as a role model, embodying the college values |

**Main Responsibilities**

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| 1. | Provide effective leadership and management of staff across several Technical and Vocational curriculum areas at London Road campus. |
| 2. | Leading on the strategic development of Technical and Vocational curriculum areas at London Road campus, including the development of innovative programmes that meet local needs and strong partnerships with external stakeholder and driving a culture of skills excellence and promotion., |
| 3. | To ensure the highest of student outcomes in relation to retention, achievement, and progress for all students across several Technical and Vocational curriculum areas at London Road campus. |
| 4. | To provide operational management for all aspects across several Technical and Vocational curriculum areas at London Road campus. |
| 5. | To work closely with the Vice Principal for Students to ensure effective enrolment, induction, retention and progress of students, including communication with students and parents. |
| 6. | Participating as a member of the College leadership team in the determination and oversight of the overall strategic direction and leadership of Shrewsbury College’s Group. |
| 7. | Shrewsbury Colleges Group actively promotes a ‘safeguarding’ culture. As such, employees are expected to carry out their role and responsibility in relation to student welfare. Employees are expected to access PREVENT and child protection training in accordance with their role and be aware of who to contact and what action to take if there are concerns regarding the welfare of all students. We are committed to ensuring that all employees are supported in respect to their safeguarding duties. |
| 8. | Undertake training and development, and undertake such other tasks as may be required or directed from time to time to meet the needs of the college |
| 9. | Support and promote the college’s equal opportunity, diversity, health and safety, Prevent and other policies, processes and objectives |
| 10. | Work positively to suggest and deliver quality improvements for your area. Engage with all quality improvements agreed for implementation from both internal and external sources. |
| 11. | \*\*To participate in exam invigilation as and when required\*\* |
| 12. | Deliver taught sessions to students as required to meet the needs of the organisation. |

### Person Specification

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| Criteria | Essential | Desirable |
| Knowledge | * Undergraduate qualification or equivalent in a relevant subject * Qualified teachers’ status (QTS), PTLLs or Cert Ed or Equivalent * Detailed knowledge of technical and vocational curriculum in Engineering and Automotive * Detailed knowledge and understand of such awarding bodies: Pearson, OCR, City & Guilds etc. | * Experience of working in an outstanding further education college |
| Skills | * Ability to apply effective management skills including motivating others, problem solving, curriculum design, curriculum analysis, organisational skills. * Ability to implement effective change management aligned to curriculum needs and wants at any given time * Ability to communicate effectively with awarding bodies * Strong communication skills to inspire colleagues * Ability to develop individuals and teams of people * Ability to utilise data performance tools to drive standards | * Ability to present information clearly in a user-friendly way * Strong presentation skills * Ability to articulate a vision to inspire others * Confidence in working with cross-college colleagues * Design, delivery and/or leadership of T-Levels |
| Experience | * Experience of working with a range of employers and wider stakeholder groups to shape curriculum to meet the region’s skills needs. * Experience of working with multiple Awarding Bodies delivering on quality, compliance and audit requirements. * Experience of leading on and delivering apprenticeships. * Experience of managing a range of Technical and/or Vocational areas * A minimum of 3 years successful management experience to include evidence of:   + Effective teaching and learning   + Effective quality assurances   + Effective student recruitment initiatives   + Effective team building   + Effective curriculum planning and design | * Evidence of strong CPD * Experience of T-Level programme development and implementation * Experience of the OFSTED inspection framework * Experience of working with several awarding bodies * Experience of implementing new curriculum * Experience of working with external organisations and stakeholders, such as Chamber of Commerce, local authority, skills boards, * Experience of delivering and designing bespoke training programmes meeting skills needs. |
| Special working requirements | * Commitment to the vision of being an outstanding, inclusive college with students at the centre of thinking * Capacity to work under pressure. * High level of personal integrity * A commitment to ensuring the safeguarding and welfare of children at Shrewsbury Colleges Group | * Ability to work effectively through teams and a critical and sensitive understanding of the role of teachers. |