

Job Description

JOB TITLE:	Curriculum and Quality Manager
RESPONSIBLE TO:	Head of Curriculum
RESPONSIBLE FOR:	Line management of the Curriculum and Quality Leads (CQL), lecturing staff and support staff within the Curriculum Area.
JOB PURPOSE:	To lead and coordinate the assigned curriculum area/s effectively and assist in the further development of the curriculum and quality of the student experience.

DUTIES AND RESPONSIBILITIES

Staff Team Leadership

- 1 To lead and coordinate the curriculum team and manage short term staff absence and arrange appropriate class cover.
- 2 To assist the Depute Head of Curriculum (DHoC) and Head of Curriculum (HoC) in the recruitment of staff, in line with college policy and ensure effective induction, support and monitoring of staff.
- 3 To support the development of the staff in both vocational area/s and learning and teaching and to work with the DHoC and HoC to identify staff training needs.
- 4 To ensure effective two-way communication across the Curriculum Areas and to promote effective evaluation, use of feedback and the sharing of good practice across the college.
- 5 To lead the appropriate development of curriculum staff to provide the highest possible quality of teaching and service for students.
- 6 To comply fully with HR procedures, manage staff recruitment and staff disciplinary and/or grievance matters.
- 7 To lead and report on the recruitment of students in line with identified targets

Curriculum Delivery and Planning

- 8 To ensure efficient and effective deployment of staff across the College and provide robust budgetary control in the management of all resources.
- 9 To coordinate induction, first line and on-going student guidance and effective referral to Student Services.
- 10 To implement the College Student Disciplinary Policy as appropriate.
- 11 To contribute to the curriculum planning processes and work collaboratively with other CQMs to develop the curriculum area/s including ensuring that the curriculum develops wider skills eg metaskills.

- 12 To liaise with external stakeholders regularly as appropriate.
- 13 To drive and contribute to the achievement of commercial targets through Full Cost Recovery (FCR).
- 14 To ensure the efficient and effective management of resources and manage a devolved budget (consumables, tools and equipment).
- 15 To ensure the effective timetabling of courses, staff and accommodation.
- 16 To ensure health and safety requirements are met for the curriculum area.

Quality

- 17 To lead the team on monitoring, analysing and taking action on Key Performance Indicators (KPIs).
- 18 To lead on team self-evaluation of courses and the effective monitoring, and support self-evaluation and the development of learning and teaching.
- 19 To ensure the approval of provision in line with external bodies and College policy and complete the required course design documentation for MIS.
- 20 To ensure the accurate recording of student attendance, results and the maintenance of student records, enrolments and withdrawals.
- 21 To lead internal verification and coordinate standardisation of an assigned curriculum area and maintain records which meet the needs of external bodies and College procedures.
- 22 To adhere to and implement College Quality Assurance procedures and contribute to appropriate groups/committees related to the subject area taught.
- 23 To contribute to the design and production of learning and assessment materials for the curriculum area.

Teaching and Student Support

- 24 To ensure that all lesson preparation, teaching and assessment is effectively carried out and is in accordance with the latest Unit specification/Descriptor/Syllabus.
- 25 To keep accurate and timeous records of attendance, work and progress of all students taught.
- 26 To provide appropriate academic induction, support and guidance for students and refer on for additional support as required.
- 27 To maintain academic and professional expertise to meet the needs of the students and the subject area taught and to undertake programmes of staff development as required.

GENERIC

- 28 To facilitate and participate in professional development planning.

- 29 To work collaboratively with staff within the College.
- 30 To contribute effectively to development planning processes.
- 31 To adhere to all health and safety requirements and college policies.
- 32 To carry out any other duties that may be reasonably requested by the line manager.

SOUTH LANARKSHIRE COLLEGE

WHO WE ARE

Vision

South Lanarkshire College is a further and higher education institution with a mission to create social and economic value for individuals, businesses and communities through learning, with a clear vision;

“To inspire and transform lives through inclusive, innovative and sustainable education.”

Mission

South Lanarkshire College has a clear mission to,

“Deliver excellence in skills-based education to the workforce of the future creating social and economic value for individuals, businesses and the communities we serve through first-class teaching, learning and support.”

This mission gives us a real sense of purpose. We exist because of our expertise in learning and teaching.



VALUES

The College's values are vital in our collective ability to achieve continued success, and they define how we work together as Team SLC.

- **Togetherness:** visionary and transparent leadership, common purposeful goals and build on values.
- **Connectedness:** meaningful participation in decision-making, a listening organisation and developing collaboration.
- **Recognition:** culture of values-based recognition, celebration of individual and team contributions and effective, frequent praise.
- **Enablement:** providing valuable feedback, developing manager effectiveness and individualised training and development.
- **Motivating work:** autonomous working, learning organisation and meaningful work.

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.