



Role Profile

Job Title

Curriculum Manager – Development and Employment

Salary range (0.57-.64) £33.141 – £37.653

Contract FTC/Permanent

Main location Portland College

Hours and basis 37.5

Reports to Deputy Principal Quality and Further Education

Date of issue March 2022

Why Portland College needs this role

Portland College is a charity providing education, care and work opportunities to people with learning disabilities based on a campus close to Mansfield with a number of small of campus sites in Nottinghamshire. 200 learners and citizens and 400 staff. The role supports the Education Department with a particular focus on employment.

What you will be doing

- Working with a team of managers on innovative curriculum development to support independence, health, wellbeing and employment for our beneficiaries to support strategic goals.
- Work with the DPQFE in developing outstanding vocational curriculum to support business need.
- Oversee the choice of and quality assure vocational learning experiences, RARPA and appropriate qualifications in Education from Entry 1 to Level 3 with support from the Q & E Assistant.
- Collate evidence and report to various committees for self-assessment/monitoring of quality improvements for your vocational lead area and EIF, linked to strategic goals.
- Work with the Further Education team to ensure that resources are fit for purpose and well maintained.
- Manage circa 8 delivery staff to ensure staff are supported to deliver high quality education and training to the learner cohort.

Key results we want to see from this role (Direction and Pressure of Work)

- Development of up to date and innovative vocational areas that meet industry/ employer standards and expectations
- Increased employer engagement in key industry areas (linked to vocational development)
- Effective and efficient management of curriculum areas and staff to provide high quality education.
- Impact analysis of quality actions and reviews across Education to inform curriculum intent, implementation and improve impact to a good or better judgement against the EIF

Dimensions of the role (Managerial & supervisory and accountability)

- Direct line management of circa 9 staff
- Curriculum design and development of key vocational areas to a high-quality standard
- Working with external agencies to increase employment opportunities and outcomes

Key work relationships

- Curriculum, Data and Therapy Managers
- Quality Improvement Manager and EQ Team Leader
- IAGT
- Delivery staff



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- Local employers and external agencies

Working Environment and working patterns

- Based at Portland College

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.