

Job Title

Curriculum Manager – Development and Employment

Qualifications



Essential

- Degree Level or appropriate post graduate qualification
- Level 2 Maths and English
- Teaching qualification
- Level 3 Vocational Qualification
- TAQA level 3 or equivalent
- TAQA level 4 or equivalent

Desirable

- Relevant post graduate qualification
- Educational Management qualification at level 3 or above
- Industry related qualifications in one of Salon Services/ Equine Studies/ Horticulture/ Animal Care

A

Key skills

Essential

- Proven high quality leadership and management skills
- Proven high standards of interpersonal and communication skills
- Proven ability to coach and lead a team, conduct staff appraisals and participate in quality assurance activity
- Analysis and interpretation of data and taking remedial action where appropriate
- Sound knowledge and understanding of the Education Inspection Framework

A/I

Experience

Essential

- Experience of effective people management including managing change
- Experience of curriculum development with a particular focus on employment and independence related education, training and development
- Experience of managing successful curriculum and tutorial programmes
- Successful experience of delivering continuous quality improvement and managing performance and under-performance
- Consistent OTLA performance of good or better
- Up to date and relevant experience of industry related subject area
- Experience of working with young people with SEN, including EBD

A/I

Desirable

- 3 + years' experience of working to industry standards in one of Salon Services/ Equine Studies/ Horticulture/ Animal Care

A/I

Knowledge

Essential

- Personal commitment to and awareness of safeguarding/children and vulnerable adults with a wide range of education and training needs.
- Knowledge around working with vulnerable young people and supporting them to achieve positive outcomes

A/I

Desirable

- Demonstrate sound knowledge of EHCPs, Initial Assessment and RARPA frameworks

A/I



Portland
College

Person Specification

Job Title

Curriculum Manager – Development and Employment

Other personal requirements

Essential

- | | |
|--|---|
| • The ability to manage difficult situations | I |
| • Positive outlook and a 'can do' solution based approach to problem solving | I |
| • Approachable and helpful to a variety of key stakeholders | I |
| • Able to effectively manage a varied and sizeable workload | I |
| • Be able to lead on working as part of a team | I |
| • Forward thinking and decision making abilities | |

✓ How we intend to assess your match with our person specification

A Application Form

C Assessment Centre I Interview