
 Portland College	Role Profile
Job Title	Curriculum Manager

Salary range	£40,686 - £46,003 (Points 57 – 64)
Contract	Permanent
Main location	Portland College
Hours and basis	37.5 hours
Reports to	Principal Further Education
Date of issue	February 2025

Why Portland College needs this role
Portland College is a vibrant national college for people with a wide range of disabilities and associated learning difficulties. We strive to develop every learner’s unimagined potential with a personalised study programme. The curriculum is underpinned by a range of accredited qualifications and RARPA Non-accredited study. We deliver a specialised sensory curriculum for learners with more complex needs. A Curriculum Manager will play a vital part in making this journey successful and supportive for all involved.
What you will be doing
<ul style="list-style-type: none"> • Working with the Principal Further Education you will develop an innovative and challenging curriculum for vocational pathways that meet industry standards and supports learners to achieve individual planned outcomes to help prepare them for adulthood. • Working with the Assistant Principal Further Education and Operations and Examination Manager to ensure effective best practice of learning and teaching is provided for all learners, at learner journey, vocational and individual tutor level. You will use appropriate quality assurance activities data and feedback to the Principal Further Education and identify actions where appropriate linked to core themes. • Working with the Principal Further Education and Education Managers you will take part in rigorous self-assessment processes to generate evidence against planned goals/targets and key performance indicators. You will motivate staff to develop core themes including English, maths and Digital skills. • Working with the Education Team Leaders (ETLs), you will ensure high standards of learning, teaching and assessment are consistent, timely and appropriate across the department both for accredited and non-accredited learning. • Ensuring staff engage in CPD relevant to the core themes and their role, including accessing support from Coach Mentors, attending relevant training and maintaining up to date specific knowledge and skills.

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- Working with others to develop and maintain a positive working environment and pursue the College’s strategic objectives through effective leadership.

Key results we want to see from this role

- Drive forward core themes to meet KPI and strategic plan
- Increased positive employment and independence destination outcomes for learners
- Strong evidence to support high rating on SIQAF
- Increased range of employment/ work experience opportunities linked to our vocational curriculum offer

Dimensions of the role

- Direct line management of Work Experience Team
- Work with external agencies to improve employment and residential outcomes

Key work relationships

- Principal Further Education, Assistant Principal Further Education, Quality Lead, EQA, Curriculum Managers, IAGT Manager
- External agencies and employers

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 and to promote Fundamental British Values.

Successful applicants will be required to undertake a Disclosure and Barring Service (DBS) check and to provide proof of their right to work in the UK.

Other Duties & Responsibilities

- To provide staff and student training as required
- To provide departmental induction for new staff to cover all processes linked to L&T
- 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.

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

Signature of post holder

Date