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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Curriculum Coordinator – School of Maths

**Department:** Curriculum

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Teaching Hours:** circa 15 hours per week

**Responsible to:** Head of School – Maths

**Reports:** Course Managers

**Salary / Scale:** Lecturer Spine – Band C £38,006.00 - £40,299.00

**Date of Issue:** Oct 2021

Head of School – Maths and English

Curriculum Coordinator – Maths

**Organisation Chart:**

1. **Aims and Purpose of the Post**
   1. Ensure students are at the centre of quality teaching learning and assessment in liaison with internal and external stakeholders.
   2. Planning and sequencing of all courses to enhance the quality of all courses across the school
   3. Forging relationships with employers, awarding bodies and external stakeholders such as Ofsted and ESFA, to further the relevance of our curriculum offer.

1.4 The development and promotion of new/innovative courses i.e. apprenticeships and T- Levels.

**2 Specific Responsibilities**

2.1 To lead and manage support staff as appropriate.

2.2 To support and mentor the continuous development of staff in your area through observations, CPD and PDRs.

2.3 To participate in internal verification, auditing and other quality monitoring processes to ensure that all learners, customers and clients receive exemplary service and attention at all times.

2.4 To drive course development which results in increased recruitment to all areas of the programme area and delivers increased income.

2.5 To champion the utilisation of innovation in delivery i.e. Blended and Flipped learning.

2.6 To complete observations and/or learning walks of all lecturing staff within their curriculum area with clear targets set and to monitor development.

2.7 To teach students attending full-time, part-time and short courses as directed by the Director of Curriculum and Head of School.

2.8 To act as a course tutor to full-time and part-time groups and undertake the associated organisation, administration, and monitoring of attendance including the collection of data for course evaluation.

2.9 To support the discipline process and liaise with course managers and Heads of School as needed in accordance with College discipline policy

2.10 To counsel students and maintain discipline as required.

2.11 To participate in the recruitment of students including attendance at Shows and Careers Conventions.

2.12 To participate in curriculum development to meet the needs and demands of local, regional and national employers.

2.13 To participate in demonstrations and practical activities with students and trainees on all courses.

2.14 To assist in the maintenance and sustainable development of resources and commercial activities.

2.15 To attend day and evening meetings, courses, etc. considered to be of benefit to the College and the individual.

2.16 To promote and adhere to the College’s Safeguarding Policies and Procedures.

2.17 To promote and adhere to the College’s Health & Safety Policies and Procedures.

2.18 Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.

2.19 The active promotion of and commitment to best practice in equality, diversity & inclusion.

2.20 Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College

2.21 Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Teachers’ Pension Scheme Health Cash Plan (subject to conditions)

43 days holiday (Inc bank/public holidays) \*\* 10% discount on College courses

On-site Gym Free on-site parking

Subsidised catering

(\*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification; Curriculum Coordinator – Maths** |

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to BSc level or equivalent in Maths related subject | X |  |
| Hold an MSc/MA or PhD in a relevant subject area |  | X |
| To hold an appropriate professional qualification or equivalent |  | X |
| To hold or be willing to work towards and achieve a Diploma in Teaching and Learning (Certificate in Education) or equivalent | X |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| **Experience & knowledge** |  |  |
| To have experience of working within the Maths industry | X |  |
| To have experience of working within an Maths environment |  | X |
| Experience of working within the HE / FE sector | X |  |
| Experience of working in a flexible and positive manner and being able to adapt to changing work patterns | X |  |
| Ability to present information effectively and respond to questions from customers and students | X |  |
| Able to motivate students | X |  |
| Excellent verbal and written communication skills | X |  |
| Demonstrate ability to relate to students effectively to support them to successful outcomes | X |  |
| Ability to keep to deadlines and capable of managing their own time effectively and efficiently | X |  |
| Be able to demonstrate the ability to lead on developing, planning, delivery and evaluation of high quality, motivational and inclusive learning experiences | X |  |
| **Personal Attributes** |  |  |
| Willingness to operate flexibly i.e. weekends and evenings to cover open days (occasionally) | X |  |
| Evidence of ability to improve student satisfaction | X |  |
| Strong team player | X |  |
| Be flexible and able to cope with change | X |  |
| Ability to influence, persuade and inspire others | X |  |
| To be able to demonstrate the effective support for the College core values of putting learners first | X |  |
| Experience of understanding how to promote equality and diversity within the job role | X |  |
| **Safeguarding** |  |  |
| Provision of satisfactory enhanced DBS disclosure following interview | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.