



**PLUMPTON**  
COLLEGE

**Curriculum Manager – Equine and Adventure Education**

<b>Reporting to:</b>	Vice Principal (Curriculum and Quality)
<b>Working Hours:</b>	Full time (37.5 hours per week)
<b>Salary:</b>	£41,909 - £47,217 per annum (Point 36 – Point 40)
<b>Position Code:</b>	PCM2
<b>Annual Leave:</b>	30 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

### Job Purpose

To manage the delivery of the agreed curriculum within the division. This role combines operational management and teaching within the framework set by the Vice Principal. The Curriculum Manager will lead the team in delivering the best possible experience to students through consistently good and outstanding teaching standards and services. The post-holder also has a significant role in utilising sector-specific labour market information to inform future strategy.

### Duties and responsibilities of the job

#### 1. Management

a.	Provide line management and mentoring (with support from the Vice Principal) to staff in accordance with the curriculum structure. Ensure that all aspects of responsibilities covering Programme Manager roles and quality systems are adhered to at all times. Maintain and develop this structure through effective induction, monitoring, appraisal and performance management of all staff.
b.	Plan, deliver, monitor, and assess all curriculum activity within agreed frameworks and targets and in line with college policies. As a minimum, this will include the curriculum self-assessment report, operating plan, and quality improvement plan.
c.	Contribute to the wider College Management Team ensuring personal familiarity and curriculum adherence to all college policies and procedures.
d.	Manage the delegated budgets against agreed income and expenditure targets. Adhere to the college Financial Regulations at all times with support from the Finance Team.
e.	Identify and ensure staff development within the division and produce a staff development plan in agreement with the Vice Principal.
f.	Ensure recruitment targets are met and/or exceeded, and support the Vice Principal in developing and implementing a marketing plan.
g.	Exploit opportunities, working with the Vice Principal and SMT, to generate income from a variety of sources, including provision on a fully costed basis.
h.	Manage curriculum resources, including timetabling and staff deployment, in order to achieve maximum efficiencies and enhancement to the student experience.

i.	Ensure that all curriculum activity is delivered in line with the college Health & Safety Policy (with support from the college Safety Team and the Vice Principal). This will include the physical monitoring, evaluation and feedback to individual practitioners to ensure that safe systems of work are being adhered to at all times and that robust risk assessments are in place for all activities undertaken. Support Programme Managers in the risk assessment process and the adoption of safe systems of work.
j.	Ensure effective communication within the Division reinforcing the appropriate use of email, briefings and weekly team meetings.
k.	Develop and maintain relevant industry links in coordination with the Vice Principal.
l.	Coordinate Programme Manager's activities to ensure the best possible Divisional presence at college Open Day and organise student attendance as agreed with the Vice Principal.

## 2. *Teaching, Learning and Assessment*

a.	Plan, prepare and teach high quality lessons to a consistently good / outstanding standard, maximising opportunities to share good practice and celebrate success. Ensure that management and control systems are in place to achieve the same across all teaching staff within the division.
b.	Ensure high levels of student attendance in all sessions and prompt completion of registers across all aspects of the division.
c.	Use and apply modern technology in TLA to enhance the learning experience and support progress for students, e.g. ILT, VLE, specialist software/resources, complying with the college VLE standards.
d.	Ensure cohesive assessment plans are in place for all students to ensure effective student progress across the curriculum.
e.	Implement the college disciplinary and complaints policy for students.
f.	Monitor tracking of individual student progress across the divisional provision and ensure action is taken to improve progress where possible.
g.	Ensure standardisation of record keeping for all students on programmes within the division and the use of the integrated student monitoring and support system (e.g. Pro Monitor).
h.	Support Programme Managers to ensure all students are enrolled onto the correct course and qualification aim.
i.	Audit and ensure the effective use of students' Individual Learning Plans (ILPs) by Programme Managers and tutors.
j.	Work with Programme Managers to organise and manage parental / guardian consultation events.

## 3. *Quality Management*

a.	Collate and monitor student voice information across the curriculum to support the continuous development and implementation of the quality improvement plan.
b.	Produce the annual self-assessment report for the curriculum and assist with the internal audit process as directed by the Assistant Principal.
c.	Contribute to the evaluation of TLA procedures to enhance the student experience and support Continuous Professional Development (CPD)
d.	Be responsible for the courses/programmes/subjects within the remit of your curriculum team against key performance indicators.
e.	Ensure weekly team meetings with Programme Managers are held and evidenced to standardise practice. Use this process as a key forum for information / good practice sharing, management

direction and team consultation. Ensure all staff have the opportunity to contribute to discussions.
f. Support Programme Managers in completing the relevant self-assessment processes and quality improvement plans within their area of responsibility.
g. Contribute to cross college and curricular-based forums as part of the college quality management procedures and governance arrangements.

#### **4. Continuous Professional Development**

a. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
b. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience.

#### **5. Curriculum Specific Duties**

a. Control the use of all equine and sport facilities to ensure authorised use only.
b. Apply the best possible standards in all practical areas to ensure a clean and safe working environment.
c. Plan and coordinate the cycle of routine duties for students in consultation with Student Services and the Programme Manager. Ensure rotas are forwarded in a timely fashion to allow adequate preparation.
d. Be responsible for all on and off-site sport facilities selected for learning and ensure that they are suitable, practical and provide safe working and learning environments. Ensuring that all health and safety requirements are met in full. Liaise with the Estates Manager and Health & Safety Team where appropriate, to ensure that the facilities are suitable for use at all times.
e. Act as custodian for the equine stabling, office and schooling areas (to include all indoor and outdoor areas) ensuring that all health and safety requirements are met in full and that a cycle of planned fire warden inspections is undertaken by a designated member of staff. Liaise with the Estates Manager and Health & Safety Team where appropriate, to ensure that the facilities are suitable for use at all times.
f. Deliver an exemplary livery service to all customers.
g. Maintain a Riding Stable Licence through the local authority.
h. Satisfy and show best practice in all veterinary inspections.
i. Coordinate staffing, resources and students to ensure that the College is well represented at all local shows as directed by the Assistant Principal.
j. Implement a robust system of security, welfare and control for all animals onsite in connection with curricular activities.

#### **a. College Management Team**

a. To contribute to the wider College Management Team and undertake any further duties commensurate with the grade and responsibilities of the post allocated by the Vice Principal or a member of SMT.
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## Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

1. Ambitious and Progressive
2. Enterprising
3. Professional
4. Passionate about everything we do
5. Supportive

<b>Essential criteria for the post</b>
Demonstrate experience of managing and/or leading a successful team.
Demonstrate effective skills in leading management of change.
Extensive sector/industry experience and evidence of specialist subject knowledge in key areas.
Hold a relevant professional/vocational qualification, or a degree.
Hold a teaching/assessing qualification.
Demonstrate a clear understanding of the factors affecting student welfare and best practice in maintaining and enhancing student safeguarding.
Have a strong desire to see students succeed, evidenced by good or better on key performance indicators for your programme(s).
Demonstrate a strong desire to work collaboratively as part of a high performing team.
Be a highly effective and well organised teacher evidenced by consistent achievement of good / outstanding observation grades with an ability to role model good practice.
Be an excellent communicator with highly developed interpersonal skills.
Have effective skills in problem solving.
Have excellent ICT skills to include the production of MI and reports at all levels.
Have a sound understanding and ability in budgetary management.
Demonstrate evidence of raising standards.
<b>Desirable criteria</b>
Hold a management qualification.
Hold a master's degree or PhD.

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be required to meet the needs of the business. This is an all year-round post. There will be some evening and weekend working required to support departmental activities, and whole college recruitment and promotional events.

**Annual Leave**

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 30 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for skills updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Benefits**

The candidate appointed to the post will automatically become a member of the Teacher Pension Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal.