

## **JOB DESCRIPTION**

### **Curriculum Coordinator Math**

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This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

**MAIN COLLEGE LOCATION:**            **John Ruskin College**

#### **POST OUTLINE:**

- To teach allocated classes - 18 hours weekly.
- To assist in developing a transformational world class curriculum that is inspirational to learners and also meets the needs of employers and the local community, ensuring the effective participation of all stakeholders.
- To facilitate improvement in line with, or exceeding, College targets for learner outcomes within the department.
- To harness and share best practice within the department and the College
- To strive to, and maintain
  1. Outstanding preparation.
  2. Outstanding teaching.
  3. Outstanding assessment of learning.

#### **Post Reports To:**

Curriculum Manager

#### **Key Accountabilities:**

- . To assist in the promotion of the agreed curriculum to ensure recruitment targets are being met.
- . To foster and maintain effective relationships with external vocational and community bodies to enhance the relevance and uniqueness of the departmental curriculum (including a broad vocational experience programme).
- . To lead on the collection and use of learner voice feedback to help improve teaching and learning and curriculum delivery in line with national developments and the needs of students.
- . To support the Curriculum Manager with business and curriculum planning, in line with market intelligence and the College's Strategic Plan, for the upcoming academic year.
- . To monitor and coordinate the improvement of departmental Attendance, Punctuality and Retention in line with agreed departmental targets.
- . To provide effective support for all staff within the department to ensure that they can fulfil their professional duties, including new staff induction.

- . To ensure that success rates on courses within the team are maintained at or above national benchmarks and that there is continuous improvement in success rates that are not above benchmark.
- . To assist in self-assessment activities to ensure the quality of provision within the department through the implementation of College quality systems and procedures
- . To liaise with the key tutor to ensure that students in the department receive effective support appropriate to their needs liaising with specialist staff within the College as required.
- . To liaise with the literacy/numeracy lead to ensure that the curriculum gives learners access to the skills necessary to support their achievement, including access to Skills for Life.
- . To coordinate the rigorous use of College systems of support and discipline in order to support learner retention and achievement.
- . Providing effective teaching and learning by utilising a variety of teaching methods, accommodating different learning styles and, differentiating for different needs.
- . Preparing schemes of work, lesson and assessment plans that are centrally stored and easily accessible by all staff. Setting and marking of learners' work, assignments, assessments and examination papers in accordance with College policies and procedures.
- . In addition to your scheduled teaching, you must ensure learners undertake a regular programme of course-related and course-relevant enrichment including the organising and monitoring of work placement opportunities.
- . Being involved in all aspects of the College's quality control systems including the internal verification of assessed work undertaking assessment and internal verification/ moderation to ensure compliance with the requirement of the awarding bodies.
- . To keep abreast of practical and theoretical developments in and outside the College by attending team, departmental and College meetings and, relevant and appropriate CPD, including participating in the annual updating of industry skills and knowledge in your area of expertise.
- . Undertaking the role of personal tutor for specified groups of learners and to complete course and learner administration associated with your tutor and teaching responsibilities, such as reports and registers; monitoring and reporting on the progress of students especially through the performance review and reporting procedures.
- . To contribute to the preparation and effective delivery of the induction process and to take responsibility for supervising learners and constantly promoting effective behaviour in and outside the learning environment.
- . To effectively communicate with staff and parents, including, interviewing of prospective learners and, attending open events and parents' evenings.

**Key Relationships:**

The postholder will need to form effective and co-operative working relationships, in particular with:

- Internal: Key Tutors, Lecturer, Teaching and Learning Coaches, Students Services, Careers Advisor, Work Experience Advisor, HR, SLT, Managers, Curriculum Coordinators
- External: Parents, Carers, Guardians, Social Workers, Mentors and employers

**Expectations of the Post Holder:**

The post holder will undertake assigned responsibilities effectively and efficiently, and within regulatory and legislative requirements; achieve individual and departmental targets within the College Group's annual planning and staff performance review processes and budgetary constraints and:

1. Actively promote equality and diversity, recognising and actively challenging stereotyping, prejudice and discrimination, ensuring that these principles permeate all working practices. All staff are required to undertake other mandatory training in addition to those listed below.
2. Adhere to and actively promote the College Group's Safeguarding policy and procedures, and undertake mandatory Safeguarding and Prevent Training.
3. Adhere to and actively promote the College Group's Data Protection policy and procedures, and undertake the mandatory Data Protection Training.
4. Ensure effective quality control and continuous improvement in all aspects of this post, in keeping with the College Group's existing and developing quality assurance systems.
5. Be committed to professional self-development, through participation in the College Group's continuing professional development programme which includes industry based work shadowing, attending seminars, College conference days and training events appropriate to the job role.
6. Comply with and promote College Group's Health and Safety policies and procedures and to undertake mandatory Health and Safety training as and when necessary.
7. Undertake such other duties as required, commensurate with the grade of the post, as may be reasonably required at either College, East Surrey College or John Ruskin College, or at other subsidiaries.
8. Support College Group events such as Open/Parents/Award Evenings and Enrolment sessions when required.
9. Adhere to all College Group Policies and procedures.
10. At all times seek to serve the best interests of the College Group.
11. To provide cover for colleagues during periods of holiday or sickness absence.

**NB:** This job description outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

## PERSON SPECIFICATION

### Curriculum Coordinator Math

The following is a list of skills, experience and qualities that we might expect to find in the successful applicant for this post:

#### QUALIFICATIONS

Highlights the qualifications expected of jobholder

Orbital South Colleges Group is committed to supporting all staff in obtaining Level 2 Maths and English, if this has not already been achieved.

Criterion	Essential	Desirable
A recognised teaching qualification in a closely related subject	✓	
Degree in a closely related subject or equivalent professional qualification at level 4 or above		
Level 2 in English and Maths or a commitment of achieving these levels within the first year of service	✓	
Maths & English GCSE / Level 2 equivalent	✓	
Equality & Diversity Level 2 (or willing to obtain)	✓	
Safeguarding Children & Vulnerable Adults Level 2 (or willing to obtain)	✓	

#### KNOWLEDGE & EXPERIENCE

Highlights the knowledge and experience required by the jobholder of specific processes, procedures and technical requirements

Criterion	Essential	Desirable
Extensive knowledge of motivational and effective pedagogic practices	✓	
Substantial knowledge and experience of the range of tutoring, and learner tracking methods needed to ensure stimulating learning experiences	✓	
Knowledge of the relevant course content in a vocational setting	✓	
Experience of delivering course content in a commercial environment	✓	
Well-developed written and oral communication skills	✓	
Ability to motivate students to maximise their potential	✓	
Outstanding classroom management	✓	
Ability to meet targets and deadlines for reports and returns	✓	
Good team player	✓	
Flexible and innovative approach to work	✓	
Proficient in the use of IT appropriate to this post	✓	
Experience of working in a FE environment, particularly with students aged 14 to 19 years	✓	
Able to use own initiative and be solution focused when dealing with issues	✓	
Display a collegiate approach and loyalty	✓	
Commercial experience of the subject required to teach of at least 1 year's paid employment, or substantial experience of teaching the required subject with evidence of high standards achieved		✓

## **PERSONAL QUALITIES/BEHAVIOURS**

Specific personal skills and behaviours required of the jobholder

<b>Criterion</b>
Commitment and enthusiasm for student learning in a variety of ways
Total commitment in delivering an outstanding learning experience to students
Readiness to be involved with teaching and learning support activities across the College
Commitment to equal opportunities in the delivery of the curriculum
The ability to work flexibly and effectively as an individual and team member

## **Attitudes - Essential**

Commitment to the role of post-14 education and training in developing and improving people's lives

Sensitivity to the needs and expectations of individuals and to ensuring an appropriate level of responsiveness in all cases

Determination to promote equality of opportunity throughout all aspects of College life, including employment and service delivery

Commitment to ensuring a healthy and safe environment

Commitment to continuous personal and institutional improvement

Commitment to high professional and personal standards of work and of conduct

To aspire to the A1 teaching spinal point