

# Capel Manor College

## Curriculum Manager of Higher Education and Access to HE

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### Job Description & Person Specification



# JOB DESCRIPTION & PERSON SPECIFICATION

## JOB DESCRIPTION

<b>Post</b>	Curriculum Manager of Higher Education and Access to HE
<b>Scale</b>	Lecturing
<b>Grade</b>	Points 31-37
<b>Responsible to</b>	Head of Animal Management
<b>Location</b>	Enfield
<b>Contract</b>	Full-time, Permanent

### Key Responsibilities

1. To support, manage and develop the curriculum area within the parameters set by the Head of Curriculum.
2. To work collaboratively and innovatively with staff to ensure a culture of self-assessment and continuous improvement.
3. To promote high standards of teaching and learning within the area, ensuring high standards of student achievement, progression and value added across the HE and Access to HE provisions.
4. To promote high standards of animal welfare using innovative and current behaviour and training techniques.
5. Lead on the HE and Access to HE quality cycle, including annual monitoring, programme review, self-assessment and quality improvement planning.
6. Act as programme lead and senior academic contact for validating universities, awarding bodies and professional/statutory bodies.
7. To undertake teaching activities in the curriculum area ensuring a high quality of provision in response to student and employer/industry needs and promote new ways of teaching.
8. To ensure that Capel Manor College is at the forefront of land-based science and research, supporting all staff that teaching on Higher Education programmes to deliver at least one piece of academic research per year.
9. Champion widening participation, access, student voice and inclusive practice within HE and Access to HE provisions.

### Main Responsibilities

#### HE Curriculum and Quality Leadership:

1. Lead the planning, delivery and review of HE and Access to HE programmes to ensure compliance with university, awarding body, QAA and Office for Students expectations.
2. Oversee programme validation, revalidation and modification processes, ensuring documentation is accurate, timely and of a high academic standard.
3. Coordinate HE and Access to HE assessment boards, progression boards and moderation processes in line with partner requirements.
4. Lead on HE and Access to HE academic policies and procedures, including complaints, appeals, academic misconduct, reasonable adjustments and mitigating circumstances.
5. Embed student voice through effective course representation, feedback mechanisms and partnership working with students.
6. Monitor and analyse retention, achievement, progression and student satisfaction data, implementing targeted improvement actions.
7. Develop an enrichment programme that enhances students' academic presence in the land-based industries and ensures Capel Manor student presence at academic and student conferences.

**Teaching, Learning and Student Experience:**

1. Promote innovative, inclusive and research-informed teaching and assessment practices appropriate to HE and Access to HE learners.
2. Ensure effective personal tutoring, academic skills development and pastoral support across HE and Access to HE provision.
3. Teach on HE and/or Access to HE programmes as required, acting as a role model for high-quality practice.
4. Support curriculum development that enables clear progression routes from Access to HE into HE provisions at Capel Manor College.

**Staff Leadership and Management:**

1. Line manage HE lecturers and related staff, including workload allocation, performance review, capability and absence management.
2. Set clear expectations and SMART targets, supporting staff professional development and scholarly activity.
3. Foster a collaborative HE team culture focused on continuous improvement and excellent student outcomes.
4. Contribute to workforce planning to ensure sustainable and high-quality HE delivery.

**Strategic Development and Growth:**

1. Contribute to College-wide HE and widening participation strategies.
2. Work with Marketing and Admissions to promote HE and Access to HE provisions and support recruitment and progression activities.
3. Develop strong employer, industry and university partnerships to enhance curriculum relevance and graduate outcomes.
4. Support income growth, curriculum innovation and the development of new HE and Access pathways.

**General Responsibilities:**

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours
5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

## PERSON SPECIFICATION

### Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period.
- Teaching qualification or willingness to achieve (support will be given to gain accreditation over a specified period).
- Master's or similar in a science or animal related discipline.
- Assessor awards would be beneficial.
- Evidence of continuous professional development.

### Experience

- Professionally experienced in animal husbandry, behaviour, conservation and training for a range of species, together with the commitment to put animals' needs first.
- A proven record of delivering teaching and learning to a consistently high standard which demonstrates a commitment to ensuring quality of provision.
- Experience of management in a pressurised and demanding role.
- Experience of Higher Education curriculum delivery planning and administration.
- Working knowledge of the curriculum specialisms offered in the section and by the College.
- Sound experience of teaching and assessing in a college or training environment.

### Skills, Abilities and Knowledge

- The ability to work effectively as part of a team, supporting others as required.
- The ability to develop positive working relationships with individuals at all levels.
- Sound administrative skills.
- The ability to communicate effectively orally and in writing.
- Flexibility, responsiveness, commitment to the area of work, time management skills which demonstrate the ability to work to deadlines.
- Skilled in liaison and negotiation with others.
- Well organised and able to lead and organise others effectively.
- Active interest in use of ILT to improve access to learning.
- Ability to problem solve, work on own initiative and make decisions within agreed strategic guidelines.
- An enthusiasm to devise and deliver programmes which attract students into Animal Management.
- Ability to promote and build the section's programme, facilities and animal collection.
- Effective organisation skills and ability to work on own initiative and as part of a team.

### Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults.
- Emotional resilience.
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery.
- Confident, self-motivated with a committed approach to work.
- Should the position involve regular driving, a clean driving licence is required.