

Job Description – **Curriculum Manager (Transition and Outcomes Manager)**

Reports to:	Vice Principal
Hours:	37.5 hours pw (52 weeks per year)
Type:	Permanent
Salary:	£36,720.00
Closing date applications	17 th July 2020

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

Landmarks is an independent specialist day college for young people with learning disabilities and difficulties. The college offers a wide range of programmes that are tailored to each individual's needs.

Landmarks operates from several sites across; Nottinghamshire, Derbyshire and South Yorkshire, with our main site located in Eckington, S21 4EF.

Landmarks has several satellite provisions in Rotherham, Nottingham city Centre and a "real-life" hospitality and catering facilitate in Rainworth, Mansfield. These environments enable us to provide a range of personal and vocational training opportunities including:

- Agriculture
- Animal Studies
- Arboriculture
- Art
- Business Administration
- Conservation
- Duke of Edinburgh
- Equine Studies
- Floristry
- Horticulture
- Hospitality & Catering
- Independent Travel Training
- Independent Living Skills
- Labouring (CSCS)
- Retail
- Supported Internships
- Wildlife Management
- Work Experience

Our staff are required to work on a range of different sites, including; college campuses, employer's premises or communities local to your learners home - therefore willingness to travel is essential. There may be a requirement to transport learners in your own car, insurance implications are reimbursed. Mileage and expenses are provided for travel during the working day.

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Main Responsibilities:

Your responsibilities will include, but are not restricted to:

- Management and implementation of the College Assessment Strategy and practices, this includes data reporting as per the QA Cycle and Calendar
- Contribute to the annual SAR process
- Ensure all 2nd year learner records are accurate at all times on DatabridgeMIS and that sufficient detail exists to inform the ILR
- Management monitoring and reporting of learner progress and achievement both in terms of 2nd Year performance, but also success rates
- Oversee and ensure accuracy of initial and baseline assessments for learners on your Pathway, so that learners have clear, measureable starting points from which to begin their formal and informal learning
- Participation and monitoring of the quality of education, support, therapy and outcomes/ impacts through the college observation process
 - Review and development of initial, formative and summative assessment processes for your Pathway
 - Implement formal validation processes for internal achievements and external awards for your Pathway
 - Support the Vice Principal and Quality Improvement Manager with the implementation of the College Quality Improvement Plan
 - Ensure the college remains compliant with legislation, Health and Safety, Safeguarding and Equality and Diversity
 - Ensure the College meets its quality and performance requirements of the funder's contract
 - Monitor all college plans to include the QIP, college strategic plan and curriculum development plans
 - Promote the high quality and excellence of the College by identifying and achieving external quality awards and kite marks
 - To be the nominated quality link and responsible signatory with overall examining bodies
 - Plan and deliver a session of 2.5 hours per week
 - Lead the accreditation of the Gatsby Benchmark for the College
 - Chair all 2nd+ year PCRs
 - Destination tracking for learners up to 3 years post course
 - Lead on Functional Skills curriculum and qualifications
 - Lead Vocational curriculum
 - Lead Enterprise curriculum
 - Lead Learner Engagement Meetings
 - Ensure all qualification evidence and preparation is at least Good
 - Chair meetings and comms as required
 - Support the curriculum map
 - Mentor trainee tutor(s)
 - Line manage staff as directed

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- Meet Landmarks Management Standards
- Lead the Employability Pathway
- Lead the Behaviour and Attitudes EIF theme
- Lead the Employment and Functional Skills PfA theme
- Lead the Duke of Edinburgh curriculum

This list of duties should not be regarded as exclusive or exhaustive as the post holder may be required to undertake other reasonably determined duties and responsibilities.

Person Specification

The selection process will involve assessments being made on the extent to which applicants meet the criteria listed in the table below:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Level 2 Maths and English (willingness to work towards); • Bachelor Degree in relevant discipline; • Qualified Teacher. 	<ul style="list-style-type: none"> • Relevant, recent training and development; • Training in counselling and / or mental health support.
Experience	<ul style="list-style-type: none"> • Experience of working with adults with learning difficulties/disabilities; • Recent experience of line managing staff in a learning support capacity; • Delivering training to staff teams to improve performance. 	<ul style="list-style-type: none"> • Supporting staff to improve performance; • Supporting environmental developments so learners can better understand/access their environments; • Delivering support to learners making transition decisions / careers advice.
Skills	<ul style="list-style-type: none"> • Help professional staff to achieve their objectives; • Assist learners on an individual basis, in small group and whole group work; • Explain tasks simply and clearly and foster independence; • Supervise learners, and adhere to defined positive learning support policies; • Accept and respond to authority and supervision; • Work with guidance, but under limited supervision; • Liaise and communicate effectively with others; 	<ul style="list-style-type: none"> • Monitor, record and make basic assessments about individual progress; • Suggest alternative ways of helping staff if they are unable to understand; • Describe, in simple terms, the process of RARPAD and positive learning support with staff; • Identify gaps in their own experience that they need help in filling; • Demonstrate the ability to learn and adapt from past experience.

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	<ul style="list-style-type: none"> • Demonstrate good organisational skills; • Reflect on and develop professional practice; • Outstanding teacher; • Knowledge of the Ofsted EIF. 	
Knowledge	<ul style="list-style-type: none"> • Knowledge of Positive Learning Support strategies; Team Teach; • Equal opportunities; • Safeguarding; • Prevent (Radicalisation & Extremism); • Understanding of Learner Services. 	<ul style="list-style-type: none"> • Knowledge and experience of Team Teach as a positive learning support tool.
Personal Attributes	<ul style="list-style-type: none"> • Flexibility is essential to enable Landmarks to meet the needs of our learners. 	

In return we will offer:

- Westfield Health Scheme following a successful probation.
- Life cover following a successful probation.
- Standard life pension.
- 30 days holiday (pro rata – 52 week employees).

Landmarks is committed to safeguarding and promoting the welfare of our learners. All offers of employment will be subject to enhanced DBS checks, which it deems satisfactory (you will be viable for the cost of a DBS if you leave within your probationary period).

To find out what makes Landmarks a remarkable place to work, visit our website www.landmarks.ac.uk, and follow Landmarks Specialist College on Facebook for more information.

If you have any further queries or would like to arrange a discussion regarding the terms and conditions of employment at Landmarks please contact a member of HR – 01246 433788.