

## Job Description – Curriculum Manager: Employability & Functional Skills

<b>Reports to:</b>	Director of Curriculum
<b>Hours:</b>	37.5 hours pw (52 weeks per year)
<b>Type:</b>	Permanent
<b>Salary:</b>	£32-£37k DoE
<b>Closing date applications</b>	

**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.

### Main Responsibilities:

Your responsibilities will include, but are not restricted to:

- Deputise for the Director of Curriculum as necessary
- Hold high aspirations for your Pathway, your team, your learners past and present
- Embolden the college offer by working with the Principal and Director of Curriculum to ensure learners studying at Landmarks receive the best possible, practical and ambitious learning experience of their lives. This experience

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must be focused on securing employment, improving functional skills so that all learners have a productive adult life

- Develop the Employability Pathway so that learner achievements remain high, in terms of academic pass rates and job successes and sustainments
- Develop the Functional Skills curriculum so that all learners develop their skill, knowledge and application of functional skills (mathematics, English and ICT)
- Lead Vocational and Enterprise curriculum developments
- Assess learners for suitability, planning cohesive learning plans that align to learner aspirations and Pathway intent
- Contribute to the annual self-assessment process
- Ensure all learner records are accurate at all times on DatabridgeMIS and that sufficient detail exists to inform the ILR
- Monitor and report learner progress and achievement regularly
  - Working with the Learner Services department, ensure all learners on your Pathway are prepared for their Person Centred Review
  - Liaise with parents as necessary
  - Promote the work of your Pathway on Social Media via the Marketing department, so that the college has a positive social media presence
  - Lead the WayFinder Recruitment (WFR) team, so that the agency is developed to offer specialist job search and support skills, as well as developing the positive work Landmarks and WFR do across the region
  - Working with the Director of Quality, implement formal validation processes for internal achievements and external awards for your Pathway
  - Support the Principal and Director of Quality with the implementation of the College Quality Improvement Plan, Strategic Plan and any curriculum related actions
  - Ensure the college remains compliant with legislation, Health and Safety, Safeguarding and Equality and Diversity
  - Plan and deliver a session of 2.5 hours per week (or cover as required)
  - Destination tracking for learners up to 3 years post course
  - Ensure all qualification evidence and preparation is outstanding
  - Chair meetings and committees as required
  - Support the curriculum map
  - Mentor trainee tutor(s)
  - Line manage staff as directed
  - Meet Landmarks Management Standards
  - 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

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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"> <li>– Level 2 Maths and English</li> <li>– Specialist functional skills qualification (willingness to work towards)</li> <li>– Bachelor Degree in relevant discipline</li> <li>– Qualified Teacher</li> </ul>	<ul style="list-style-type: none"> <li>– Relevant, recent training and development</li> <li>– Ability to teach GCSE</li> </ul>
Experience	<ul style="list-style-type: none"> <li>– Experience of working with adults with learning difficulties disabilities</li> <li>– Leading a vocational employability and or functional skills curriculum in a similar environment</li> <li>– Recent experience of line managing teaching staff</li> <li>– Recent and successful teaching</li> <li>– Teacher of functional skills at Level 2 and below</li> </ul>	<ul style="list-style-type: none"> <li>– Supporting staff to improve performance</li> <li>– Delivering support to learners making transition decisions / careers advice</li> <li>– Delivery of GCSE English, mathematics and or ICT</li> </ul>
Skills	<ul style="list-style-type: none"> <li>– Lead by example, holding high aspirations for staff and learners</li> <li>– Maintain professional relationships with staff</li> <li>– Help professional staff to achieve their objectives</li> <li>– Assist learners on an individual basis, in small group and whole group work</li> <li>– Accept and respond to authority and supervision</li> <li>– Work with guidance, but under supervision</li> <li>– Liaise and communicate effectively with others</li> <li>– Demonstrate good organisational skills</li> <li>– Reflect on and develop professional practice</li> <li>– Outstanding teacher</li> <li>– Knowledge of the Ofsted EIF</li> </ul>	<ul style="list-style-type: none"> <li>– Monitor, record and make basic assessments about individual learner progress</li> <li>– Suggest alternative ways of helping staff if they are unable to understand</li> <li>– Describe, in simple terms, the process of RARPA and positive learning support with staff</li> <li>– Identify gaps in their own experience that they need help in filling</li> <li>– Demonstrate the ability to learn and adapt from past experience</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>– Supported Internships, Traineeships or similar</li> <li>– Functional Skills developments</li> <li>– Vocational training</li> </ul>	

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	<ul style="list-style-type: none"> <li>– Barriers to employment for adults with LLDD</li> <li>– Equal opportunities</li> <li>– Safeguarding</li> <li>– Prevent (Radicalisation &amp; Extremism)</li> <li>– Understanding of Learner Services</li> </ul>	
Personal Attributes	<ul style="list-style-type: none"> <li>– Flexibility is essential to enable Landmarks to meet the needs of our learners</li> <li>– Access to own car and willingness to travel</li> </ul>	

**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](http://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.