

Job Description	Director of Curriculum
Reports to:	Principal CEO
Hours:	37.5 hrs per week
Pay:	£38-£42k DoE

Landmarks is an independent specialist college for young people with learning disabilities and difficulties. Our curriculum is mainly land and craft based, however in more recent times we have expanded our curriculum into specialist communication programmes and Supported Internships, enabling the college to grow and we now operate from six sites across Nottinghamshire, Derbyshire and South Yorkshire.

Our **Director of Curriculum** will be responsible for the management of our curriculum, working with teaching staff to ensure outcomes for our learners are maximised and that our provision is working towards outstanding.

Your responsibilities will include, but are not restricted to:

1. Implementation of organisational Strategic Plan objectives.
2. Contribute to and implement organisational Development Plan objectives.
3. Lead curriculum initiatives so that teaching, learning and assessment strives to be outstanding.
4. With the Principal, develop a Study Programme curriculum that leads to high levels of personal and academic achievement, that prepares learners well for their next stages in life and provides numerous opportunities to develop skills in practical contexts, situations, environments and scenario's.
5. Lead by example, be concerned with detail, mentor others to improve and share the values of the college and make it your business to see that every learner receives a high-quality educational experience that ensures; they learn new skills, knowledge and behaviour and progress into positive destinations.
6. Have a sound understanding of employability, functional skills and independence training, so that you can lead your team competently.
7. Working with the Principal and Director of Quality, ensure every aspect of teaching, learning and assessment strives to be outstanding.
8. Oversee the standard and appearance of every site in terms of promoting positive learning environments and vocational/specialist language where appropriate.
9. Ensure you know what is happening in classrooms and that it is of a consistently high standard.
10. Mentor and develop practitioners so that their teaching and assessment skills promote learning.

11. Lead and develop transition planning initiatives so that our learners receive support, information, advice and guidance which lead to outstanding outcomes.
12. Lead the curriculum management team so that outcomes are maximised; quality of education, progress and behaviour is outstanding.
13. Working with the Director of Quality, ensure the college's work is of a high standard and can be demonstrated clearly to inspectors, visitors or families.
14. Lead and develop initiatives to improve behaviour and attitudes, as well as personal development throughout the curriculum and cohort. Develop recording systems so that people can see how our work aligns to Outstanding grade descriptors within the Ofsted inspection framework.
15. Contribute to the implementation of the college safeguarding and Prevent strategy.
16. Promote and develop a culture of embedding functional skills within all curriculum activities and be accountable for the successful recording of individual skill development.
17. Lead the college's approach to RARPA so that non-accredited achievements are accurately captured and celebrated.
18. Lead the curriculum management team to demonstrate best practice to all staff, so that they recognise and can replicate outstanding practice.
19. Line manage curriculum managers in line with college policies and procedures.
20. Ensure Learner Voice activities are prominent within the curriculum and identifiable within decision making processes, college activities and promotional material.
21. Work with managers to ensure Person Centred Reviews operate professionally and are of a high standard.
22. Act as deputy-Nominee during inspection, should the Director of Quality be unavailable.
23. Provide reports, information and administrative support as directed by the Principal for the Board of Trustees.
24. Deputise for the Principal as required.
25. You will be required to lead by example and deliver at least one session per week.

26. Undertake any other responsibilities, at the discretion of the Principal.

General Assumptions and Duties relating to this role.

Commitment to the ethos and values upheld in relation to Landmarks.
Strict adherence to policies, procedures and practices endorsed by Trustees.

Application of the principle of equality and fairness for everyone within the college community.

- ☞ Ensure the well-being of all participants in Landmarks care, training and educational programmes, particularly the well-being of people with disabilities and learning difficulties.
- ☞ Ensure good channels of communication between Landmarks and other agencies with an interest or involvement in the welfare of people with disabilities.
- ☞ Establish and maintain good communication and relationships with the parents and carers of participants with disabilities.

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 commensurate with their role as Director of Curriculum at Landmarks.

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs to do this.

Person Specification: Principal/CEO

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.

Criteria	Essential	Desirable	How measured or assessed
Degree or higher level qualification in Education or a related business or management field.	Y		Certificates Record of Achievement
Exemplary leadership and management qualities. Experience of working in a post 16 educational setting.	Y		Application form Enhanced qualifications/ CPD record. Interview References
Successful proven experience of financial management within a school or college environment. Probity and Integrity.	Y		Application form. References relevant to post/ experience. Interview.
Experienced in optimum deployment of resources and facilities at organisation or departmental level.		Y	References Interview questions
Experience and understanding of a Management Information System.	Y		Qualifications or CPD record. Interview References
Robust yet supportive ethos of personnel management		Y	Interview discussion
Up to date knowledge of legal compliance and legislation relating to post 16 education	Y		Interview discussion and responses to questions.
Excellent oral and written communication skills.	Y		General discussion and preliminary visit. Application form. Interview
Good attendance record	Y		References
Empathy for and ability to work with people with LDD.		Y	Relevant experience. Interview.
Knowledge and experience of Health	Y		CPD record

and Safety and Safeguarding.			Interview discussion and responses to questions.
Further qualifications in Maths, English and/or ICT	Y		Certificates. Checked at interview. Literacy and Numeracy ICT at L2 or higher.
Enhanced DBS check. ISA registration from July	Y		Prior to taking up post.