

JOB DESCRIPTION

- Job Title:** Curriculum Director (Faculty 1 Cultural Studies - Curriculum Area 3)
Teaching subject of CD: Media and/or Film Studies
- Curriculum area:** Media, Film, Communication and Culture, Critical Thinking, Philosophy, Religious Studies
- Responsibility:** To manage a range of subjects and teachers across a curriculum area and contribute to the College's development and implementation of best practice in teaching and learning within Faculty 1 Cultural Studies
- To line manage the Assistant Curriculum Director
- Job Purpose:** To ensure the smooth management, delivery and development of the curriculum and tutorial structure in the above curriculum area and to ensure the effective and consistent implementation of all quality assurance processes within the curriculum area.
- Subject /subjects taught:** -AS/2 Media Studies AS/2 Film Studies
- Responsible to:** Vice Principal – Curriculum & Marketing

Key Tasks and Responsibilities

1. To lead a team of teachers across a broad ranging curriculum area ensuring improved teacher performance and learner outcomes in all subjects.
2. To undertake a teaching commitment as determined by the Principal.
3. To support the College's development and implementation of best practice in teaching and learning.
4. To manage and lead on the development of personalised learning in the curriculum area.
5. To manage the delivery of tutorial support within the curriculum area to ensure all students are reaching their academic potential in accordance with the Every Child Matters agenda
6. To act as lead tutor for the curriculum area with regards to the implementation of disciplinary procedures and referral processes to address poor student performance or behaviour and liaising with the Vice Principal and other managers.
7. To ensure a high quality positive supportive learning environment is provided for all students within the curriculum area.
8. To develop and champion the College's virtual learning environment (VLE) and the application of new technologies to teaching and learning strategies in the curriculum area.
9. To implement the College's quality assurance procedures within the curriculum area
10. To lead and participate in schools' liaison activities as directed by the Vice Principal (Marketing).
11. To convene and chair regular meetings of the staff within the curriculum area and circulate minutes following such meetings.
12. To ensure the provision of enrichment activities in the curriculum area.

13. To co-ordinate the CPD programme for teachers in the area and to lead and contribute to staff development activities related to teaching and learning and ILT in the area.
14. To manage the induction and probationary processes for all new staff to the area.
15. To demonstrate best practice in curriculum management.
16. To play an instrumental part in the process of strategic planning as a member of the college's management team.
17. To support the College's commitment to inclusive learning and to the promotion of Equality and Diversity across the curriculum and College life.
18. To attend cross college committees and groups as appropriate.
19. To manage the College's Performance Review process in the area and proactively work on own professional development.
20. To work within and to promote the College's financial management systems and processes.
21. To carry out other duties commensurate with the post of Curriculum Director as required by the Principal.
22. To support the Principal in the achievement of College plans and targets agreed and set by the Corporation.
23. To promote at all times the policies and values being developed by the Principal and the Management Team, to ensure consistency, continuity and clarity of direction for staff and learners.

PERSON SPECIFICATION

All applications are scored against the criteria laid out in the Person Specification. Candidates who have with the highest scores will be selected for interview. Please ensure you provide evidence in the "Skills & Knowledge" section of the application form of the skills required for the job.

Q	QUALIFICATIONS / PROFESSIONAL BODIES	Essential or Desired
Q1	A teaching qualification	E
Q2	A degree in Film, Media or related subject	E
Q3	Membership of IfL / GTC	E
K	KNOWLEDGE	
K1	A sound understanding of the curriculum content and teaching of A level Film and Media Syllabuses.	E
K2	A sound understanding of the current issues and policies that impact on curriculum management	E
K3	Knowledge of curriculum development strategies to improve access, participation, retention and achievement	E
K4	Knowledge of management information systems and their potential to track and monitor learner progress	E
K5	Knowledge of quality systems and their potential to drive improvements in learner performance	E

K6	Knowledge of e learning strategies which support improved learner performance	E
K7	Working knowledge of leading edge learning technologies and their application to teaching and learning	E

E	EXPERIENCE	
E1	Teaching experience which has delivered significant improvements in the performance of students	E
E2	Experience of teaching Film and Media syllabuses at A level	E
E3	Experience of leading edge pedagogic practice as a practitioner delivering outstanding learner achievements	D
E4	Successful experience of supporting, mentoring and coaching teachers to improve their performance and the performance of their learners	E
E6	Experience of involvement in professional development activity for teachers	E
E7	Experience of working with a VLE	D
E8	Experience of planning and QA systems which have led to tangible improvements in the quality of provision and learner performance	E
E10	Experience of involvement in quality processes and developing action plans	E
ISA	INTERPERSONAL SKILLS AND ABILITIES	Essential or Desired
ISA1	The ability to lead, motivate and inspire others	E
ISA2	Possession of excellent communication skills	E
ISA3	The ability to negotiate effectively	E
ISA4	The ability to develop positive working relationships at all levels (internal and external)	E
ISA5	The ability to delegate effectively and to manage the performance of others	E
ISA7	The ability to complete and finish key tasks in the pursuit of development plan targets	E
ISA8	To be relentless in pursuing improvement in the learning experience	E
O	OTHER ABILITIES/QUALITIES	
O1	To have a strong sense of purpose and the drive to achieve agreed goals	E
O2	The ability to develop, articulate and implement a vision and strategy for curriculum area	E
O3	The ability to make sound, well-considered, evidence-based decisions and judgments	E
O4	Effective prioritisation and organisational skills	E
O5	Excellent administrative and planning skills	E
O6	The ability to interpret and evaluate complex information	E
O7	A commitment to the promotion of Equality and Diversity throughout all aspects of College life	E
O8	Demonstration of continuous personal and professional development	E

TERMS AND CONDITIONS

Data Protection Act 1998

Under provision of the Act, it is the responsibility of each member of staff to ensure that all data, whether computerised or manual, is kept secure at all times. This includes data relating to learners and other members of staff. Data must not be disclosed to any unauthorised person and must be regarded as strictly confidential at all times. Failure to adhere to this instruction will be regarded as serious misconduct and could lead to dismissal.

Confidentiality

The jobholder will be in possession of personal details of staff and learners and other confidential information. This must not be discussed or divulged to any unauthorised person. Any such instance could result in dismissal.

Rehabilitation of Offenders Act 1974

This post is subject to an Exception Order under the provisions of the Rehabilitation of Offenders Act 1974. This stipulates that all previous convictions, including those that are considered 'spent' must be declared. Previous convictions will not necessarily preclude an individual from employment within the College but must be declared in writing at the appropriate stage during the recruitment process. The successful applicant will be required to apply for an Enhanced CRB Disclosure.

1. The appointment will commence on **1 September 2010**.
2. This is a management appointment on a full time, all year round management contract.
3. Salary is a spot salary of up to £40,000 per annum, subject to qualifications and experience. This is paid directly into a bank or building society account as a condition of employment.
4. Sick leave will be in accordance with the procedures laid down by the Havant College FE Corporation.
5. Holiday entitlement is 35 working days plus eight public holidays and two additional statutory days. 3 days of the holiday allowance must be taken during the Christmas closure.
6. The post holder will automatically join the Teachers' Pension Scheme but will have the opportunity to opt out.
7. The post is subject to a probationary period of six months during which time two reports will be carried out. We view probation as a supportive time but if performance is not satisfactory it could lead to the termination of the contract.

FURTHER INFORMATION

It is hoped that the main teaching commitment of the successful candidate will be Film Studies, and /or Media Studies

There are 3 Curriculum Directors within the Faculty, which also offers AS/A2 Drama & Theatre Studies, Dance, Music Technology, Design & Technology, English Language, English Literature/Language, and English Literature, Art & Design, Modern Foreign Languages and L3 BTEC/FAD in Art & Design.

APPLICATIONS

Havant College is committed to promoting the principles of equal opportunities. The College aspires to an environment where all employees can develop their potential, regardless of gender, marital status, sexual orientation, disability, age, race, colour, nationality, religion, ethnic or national origin. We welcome applications from all people across all sections of the community and from all backgrounds. All disabled applicants who meet the minimum criteria for the job as detailed in the person specification will be guaranteed an interview.

Completed application forms should be returned to the Human Resources Administrator, Havant College, New Road, Havant, Hampshire PO9 1QL by noon on **Wednesday 17 March 2010**.

INTERVIEWS TAKE PLACE ON THURSDAY 25 MARCH 2010