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| **Job Title:** Head of Curriculum Design  **Reporting to:** Vice Principal, Quality of Education  **Base:** The Roundhouse and visits to other DCG sites |
| **Hours:** 37 hours per week, 52 weeks per year  **Contract type:** Management  **Holidays:** 35days per year plus 6 College closure days where applicable and 8 statutory days per year  **Salary:** £52,000 per annum |
| **Job Purpose**  This is a new cross-college senior role, and the post-holder will make a significant contribution to DCG’s curriculum strategy planning processes, with accountability for establishing processes to ensure that Academy curriculum design aligns to DCG’s curriculum strategy. Collaborating with Assistant Principals and Curriculum Managers, the post-holder will support the design of the curriculum at Academy level, including qualification choices, progression routes, delivery models and the integration of wider learning, such as Digital skills, Sustainability and Transferable Skills to ensure that students and apprentices are studying a curriculum that provides them with the knowledge, skills and behaviours they need for their next step. |
| **Key Responsibilities**   * Working in partnership with the Chief Financial Officer, design and implement the curriculum strategy planning processes, ensuring that LMI is used effectively to inform design * Produce and communicate curriculum planning related guidance, policy, procedures and documentations * Support the Curriculum Planning Inset Day, and support managers to produce and communicate their Curriculum Plans * Conduct desk-based review of Curriculum Plans and support leaders and managers to prepare for validation panels * Monitor that the curriculum remains responsive to local and national priorities and assess and revise existing curriculum design to ensure it is current and relevant to the changing priorities and needs of students and apprentices * Review and steer the implementation of curriculum delivery models including blended, online, hybrid, and face-to-face to delivery models, to cater for a range of student, employer and stakeholder needs in all types of provision * Attend Employer Skills Boards and facilitate co-design of the curriculum with employers to ensure the curriculum meets sector specific skills needs * Lead the whole-college implementation of developing student and apprentices’ transferable and digital skills within curriculum, and sustainability knowledge and skills * Lead the whole-college implementation of work-related and real-world applications are integrated into the curriculum (such as safety in the workplace, radicalisation risks and British Values in the industry and industry behaviours) * Utilise destination and progression data and feedback from students, staff, and external stakeholders to ensure the curriculum is suitably designed to lead students into aspirational progression and destinations * Monitor and analyse trends in education, industry, and technology to future-proof the curriculum. * Prudently champion the use of Artificial Intelligence in curriculum design and delivery, exploring and recommending its integration into teaching and assessment practice * Coordinate the development of Artificial Intelligence pedagogy and CPD * Work with managers and teachers on courses which are underperforming to improve the design and implementation of the programme offer * In close liaison with the Chief Finance Officer support the setting and monitoring of budgets for curriculum areas, as part of the curriculum planning process * Regularly report to leaders and managers, including the Senior Leadership Team and Governors, as appropriate, on the effectiveness and impact of curriculum design, articulating areas for improvement. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload.   **Employees with management responsibilities**   * Be responsible for implementing and monitoring College and individual department policies/procedures to ensure the health, safety and welfare of all persons within your area of control. * Ensure that all persons within your area of control are provided with appropriate information, instruction, training and supervision so as not to compromise their health, safety or well-being. |
| **Person Specification** |
| **Competencies**  **Essential**   * Motivating individuals and teams, and change management * Managing budgets and meeting financial targets * Strong interpersonal and communication skills, both verbally and in writing * Adept at building strong working relationships with internal stakeholders and able to influence in a collaborative way to gain buy-in to a set strategy/outcome * Good presentation skills, including report writing * Great organisational skills * Able to work in a self-directed way with high levels of personal drive * Able to think critically and creatively for problem-solving and innovation |
| **Knowledge & Experience**  **Essential**   * Proven track record of designing and implementing a range of curriculums that meet student and employer needs * Excellent knowledge of further education sector, including an up-to-date knowledge of external influences on curriculum * In depth understanding of qualifications and skills routes in further education * Good knowledge of different types of provision, including Study Programmes, Apprenticeships, Adult Learning and SEND * Knowledge of inclusive education, barriers to participation and enhancing participation, diversity and belonging * Experience of strategic thinking and in implementing strategies * Experience of monitoring the quality of teaching, learning and assessment * Experience of implementing policy and quality processes to demonstratively improve the quality of education   **Desirable**   * Knowledge of Higher Education |
| **Qualifications**  **Essential**   * Appropriate teaching qualification such as PGCE/Cert Ed or equivalent * Educated to degree level * Level 2 Maths and English   **Desirable**   * Post-graduate qualification * Management qualification |