

## JOB DESCRIPTION

POST TITLE	:	Curriculum Manager in BPS
LOCATION	:	On site delivery
DIVISION	:	Business & Professional Services
SALARY	:	£51,782
RESPONSIBLE TO	:	Head of BPS
CLOSING DATE	:	5.00pm, Wednesday 18 February 2026
INTERVIEW DATE	:	Wednesday 25 February 2026

### **Main Purpose of the Post**

To make a significant contribution to the effective management of the Division with specific responsibilities for achieving high standards in teaching and learning, student achievement and curriculum co-ordination and development.

### **Main Responsibilities**

- 1 To support continuous improvement to College standards in teaching and learning, and student retention and achievement within the framework of College quality systems.
- 2 To manage the admission of students, their support and on-going progress and development.
- 3 To carry out an agreed programme of classroom visits of full and part-time staff and the appraisal and line management of part-time and some fractional staff.
- 4 To manage delegated resources including allocated accommodation.
- 5 To lead on-going curriculum development in the division, including commercial, adult and young people to meet the needs of students and client groups and to comply with national requirements and best practice.
- 6 To contribute to College and divisional teams, including sharing best practice and being involved in developing the curriculum.
- 7 To maintain records and provide timely information and liaise with colleagues to ensure the effective running of the programmes.
- 8 To assure full compliance within the Division and more broadly across the College with key policies, notably the Student Code of Conduct, Single Equality, Health and Safety and Safeguarding.
- 9 To teach on the curriculum, in line with management and divisional requirements.



- 10 To maintain a high level of professional development and updating to support the responsibilities of the role.
- 11 To undertake invigilation duties from time to time.
- 12 To carry out such other duties as the Principal may reasonably request.

This job description gives an accurate outline of the duties of the post at the time it is drawn up. It is not exhaustive and other related duties may be necessary from time to time. It should be read in conjunction with other documents and will be updated through the College appraisal process in consultation with you.

The College as an employer is fully committed to supporting you in the effective performance of all aspects of the job description.

# PERSON SPECIFICATION

**POST:** Curriculum Manager – Business & Professional Services

**DIVISION:** Business & Professional Services

Essential (E)/  
Desirable (D)

To be identified  
by:

## QUALIFICATIONS

1	Degree or equivalent level qualification in a related subject	D	Application form
2	Recognised teaching qualification or equivalent or willingness to work towards (within 2 years)	E	Application form
3	Assessor and verifier qualifications	D	Application form

## KNOWLEDGE

1	Knowledge of funding issues of further education, Adult and commercial funding streams	E	Application form/ Interview
2	Up-to-date knowledge of factors influencing Further education, adult and the commercial sector	E	Application form/ Interview
3	Awareness of Safeguarding Legislation	D	Application form/ Interview

## EXPERIENCE

1	Experience of successful teaching across a range of programmes	E	Application form/ Interview
2	Willingness to support and develop staff across the division	E	Application form/ Interview
3	Experience of liaising with employers	E	Application form/ Interview
4	Record of high rates of student achievement/retention	E	Application form/ Interview
5	Successful development and introduction of new and existing programmes	E	Application form/ Interview
6	Successful management of substantial programmes for at least 2 years	E	Application form/ Interview

7	Experience of working with Quality Assurance systems	E	Application form/ Interview
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### **PERSONAL**

1	Excellent communication and administrative skills	E	Interview
2	Experience of using intranet and IT in the classroom	E	Interview
3	Commitment to ongoing professional development	E	Interview
4	Enthusiasm for the role or further education in building and changing lives	E	Interview
5	Willing to enhance IT skills in accordance with the requirements of the College	E	Interview
6	Commitment to College's Single Equality Policy	E	Interview
7	Driver's license, access to a vehicle and appropriate insurance to cover Business Use	E	Application form

### **STANDARD COLLEGE REQUIREMENTS**

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment to teamworking	E	Interview
3	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service* (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)	E	References/ Occupational Health Assessment

*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*