JOB DESCRIPTION

POST TITLE	:	Curriculum Manager in Computing
SALARY	:	£51,782
RESPONSIBLE TO	:	Head of Creative Arts & Media
CLOSING DATE	:	12.00pm, Friday 10 April 2026
INTERVIEW DATE	:	Monday 20 April 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 observations 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 employer facing programmes 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, relevant to subject specialism, up to 612 hours per year.

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.

BUILDING FUTURES **CHANGING LIVES**

We are committed to Equality and Diversity and to selection on merit. We welcome applications from all sections of society.

disability
confident
EMPLOYER

12   To carry out such other duties as the Principal may reasonably request.

Hours

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

BUILDING FUTURES **CHANGING LIVES**

We are committed to Equality and Diversity and to selection on merit. We welcome applications from all sections of society.

PERSON SPECIFICATION

POST: Curriculum Manager in Computing

DIVISION: Creative Arts & Media

		Essential (E) Desirable (D)	To be identified by:
QUALIFICATIONS			
1	Degree or equivalent level qualification in Computing, Computer Science, Digital Technologies, Software Development Cyber Security or a closely related discipline	E	Application form
2	Recognised teaching qualification	E	Application form
3	Assessor and verifier qualifications	D	Application form
4	Industry-recognised certifications in relevant Technologies (e.g Microsoft, Cisco, AWS, CompTIA, Cyber Security)	D	Application form
KNOWLEDGE			
1	Knowledge of funding issues in education and national developments in the FE, HE and Apprenticeship sectors	E	Application form/ Interview
2	Good working knowledge of education processes and procedures within further and higher Education	E	Application form/ Interview
3	Experience of using data and statistical tools to monitor performance and maximise student Outcome	E	Application form/ Interview
4	Knowledge of current developments and emerging trends within the Computing and Digital Technologies sector (e.g. software development, cyber security, networking, cloud technologies, data)	E	Application form/ Interview
5	Knowledge of technical and vocational qualifications within Computing, including FE qualifications, Higher Education provisions and Apprenticeship standards	E	Application form/ Interview

6	Understanding of employer skills needs within the digital and computing sector	D	Application form/ Interview

EXPERIENCE

1	Experience of successful teaching within Computing or a related digital discipline	E	Application form/ Interview
2	Experience of working with the Computing, Digital or Technology sector	E	Application form/ Interview
3	Experience of liaising with employers to support curriculum delivery, industry projects, placements or apprenticeship provision	E	Application form/ Interview
4	Record of high rates of student achievement and retention	E	Application form/ *Interview*
5	Successful development and introduction of new Programmes within a computing or digital Curriculum area	E	Application form/ Interview
6	Successful development and management of Substantial programmes relevant to computing or digital technologies for at least 2 years	E	Application form/ Interview
7	Experience of managing or coordinating computing Provision across FE, HE or Apprenticeship programmes	E	Application form/ Interview
8	Experience of working with employers or industry Partners to shape curriculum content and ensure Industry relevance	D	Application form/ Interview
9	Experience of delivering or managing Apprenticeship Provision	D	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Commitment to ongoing professional development	E	Interview
3	Enthusiasm for the role of education and digital skills in building futures and supporting progression into employment or higher study	E	Interview

BUILDING FUTURES **CHANGING LIVES**

We are committed to Equality and Diversity and to selection on merit. We welcome applications from all sections of society.

disability confident EMPLOYER

| 4 | Commitment to College's Single Equality Policy | E | Interview |

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.

BUILDING FUTURES **CHANGING LIVES**

We are committed to Equality and Diversity and to selection on merit. We welcome applications from all sections of society.

disability confident EMPLOYER