

JOB DESCRIPTION

POST TITLE	:	Curriculum Principal - A-Levels
SALARY	:	Up to £51,675
RESPONSIBLE TO	:	Head of A-Levels
CLOSING DATE	:	5.00pm, Thursday 24 September 2026
INTERVIEW DATE	:	Friday 2 October 2026

Main Purpose of the Post

We are seeking a dedicated Curriculum Principal to join our leadership team, helping to lead one of the largest and most ambitious A-Level divisions in the region.

With responsibility for the design and delivery of an outstanding curriculum across multiple A-Level subjects, this is a rare opportunity to make a tangible difference to the lives of young people in Burnley and the surrounding area.

As a leader in the A-Level division, you will be central to nurturing a culture where staff and students alike can thrive. You will balance high expectations with genuine care, ensuring our teachers are well-supported in their professional growth while safeguarding wellbeing across the division. You will also champion a culture of collaboration, innovation, and shared responsibility — empowering both staff and students to be the very best versions of themselves. You will also work on exciting developments such as curriculum design and be actively involved in our college strategy to an ever-changing 16-19 education system.

Main Responsibilities

- 1 Work with your PL's on the design, implementation, and evaluation of the A-Level programmes in your care.
- 2 Oversee the design and implementation of a rich and ambitious enrichment and work experience programme that broadens student horizons and enhances university and career prospects.
- 3 Analyse assessment, retention and value-added data rigorously, using evidence to inform decision-making, identify areas for development, and drive continuous improvement in your subject areas.
- 4 Line manage a number of staff in the division which could include mentoring, appraisals, performance management and more.
- 5 Teach to a high standard, modelling excellent practice and contributing to a culture of continual improvement in the classroom.

- 6 Provide leadership that ensures students are supported holistically, academically, and pastorally, enabling them to thrive.
- 7 Work closely with parents, employers, universities, and other external partners to maximise opportunities for our students.
- 8 Oversee quality of your subjects and ensure that necessary steps are taken to achieve KPI's
- 9 Oversee our Personal, Professional Development scheme of learning and ensuring the implementation of this is effective and purposeful.
- 10 Contribute to the safeguarding of our student body by liaising with other leaders, support staff and teachers in the division but also other support functions across the organisation.
- 11 To teach to an outstanding level and achieve excellent outcomes for your learners.
- 12 To engage in learning walks and visits and to provide actionable feedback for staff so that they can work on areas for development.
- 13 To assist the Head of Division in managing budgets and ensuring an effective yet efficient delivery of A-Levels in the division.
- 14 To work alongside student services in ensuring we have a robust process for securing high quality destinations for students.
- 15 To work alongside support teams such as exams, administrators, funding and systems team to ensure all processes relevant to A-Level courses are followed.

PERSON SPECIFICATION

POST: Curriculum Principal – A-Levels

DIVISION: A-Levels

		Essential (E)/ Desirable (D)	To be identified by:
<u>QUALIFICATIONS</u>			
1	Degree or equivalent level qualification in an appropriate subject	E	Application form
2	Recognised teaching qualification	E	Application form
3	Higher degree or equivalent level qualification in a relevant subject/discipline and/or educational management qualification	D	Application form
4	Possess or be willing to work towards an appropriate Health & Safety qualification within 6 months	E	Application form
<u>KNOWLEDGE</u>			
1	A good working knowledge of student tracking systems for Education	E	Application form/ Interview
2	A good working knowledge of the A Level curriculum and any changes it faces	E	Application form/ Interview
3	Up –to-date knowledge of A Level assessment	E	Application form/ Interview
4	Experience of working with Quality Assurance systems	D	Application form/ Interview
5	Awareness of Safeguarding Legislation	D	Application form/ Interview
<u>EXPERIENCE</u>			
1	Experience of successful teaching and management of A Levels	E	Application form/ Interview
2	Ability to display excellent teaching skills	E	Application form/ Interview
3	Successful development and introduction of new programmes	E	Application form/ Interview

4	Successful management of staff for substantial programmes relevant to the curriculum area for at least 2 years	E	Application form/ Interview
5	Record of high rates of student achievement/ Retention/VA	E	Application form
6	Experience as an A Level external examiner	D	Application form/ Interview
7	Experience of improving teachers through coaching, mentoring and effective CPD	E	Application form/ Interview

PERSONAL

1	Ability to motivate and manage staff teams	E	Interview
2	Excellent communication and administrative skills	E	Interview
3	Proficient in the use of IT and systems e.g. Power BI, ALPs	E	Interview
4	Commitment to ongoing professional development	E	Interview
5	An unwavering dedication to adding value to every learner	E	Interview
7	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.*