



Job Description

Title:	Curriculum Director
Reports to:	Deputy Principal
Based at:	Yorkshire Rose College
Hours of Work:	37 hours per week
Annual Leave	55 days including 8 bank holidays to be used during school holidays
Basis:	Permanent

Job Purpose:

To provide strategic leadership and operational oversight for curriculum, quality assurance, student experience, behavior, personal development, English, maths, employability, and SEND provision across Yorkshire Rose College.

The Director will lead the development, implementation, and continuous improvement of an ambitious and innovative specialist curriculum that enables students with SEND, including Deaf students, autistic students, and those with learning disabilities, to achieve outstanding outcomes and successful progression into adulthood.

Working as a member of the Senior Leadership Team, the postholder will ensure excellence in the quality of education, behavior and attitudes, personal development, safeguarding, preparation for adulthood and student outcomes. They will work collaboratively with curriculum leaders, therapy teams, pastoral services, families, employers, local authorities and governors to ensure the college delivers exceptional student experience and meets all statutory, funding and regulatory obligations.

Key Duties and Responsibilities

Strategic Leadership

- Contribute to the development and implementation of the College strategic development plan.
- To provide FE and SEND-related advice and expert strategic direction to the College Management Team on curriculum, quality and behaviour matters. Provide the Deputy Principal and the governing body with up-to-

date and timely reports on the students' experience and the curriculum performance.

- To lead on the intent, implementation, and impact of a high-quality, efficient, and effective SEND curriculum that meets the support needs of the students, the requirements of Ofsted where relevant to the curriculum and prepares young people with the independence and vocational skills required for adulthood, in line with their EHCP outcomes, employer's expectations, and industry standards.
- Support all staff to adapt to changes in regional and national priorities and new opportunities in FE and SEND/HN.
- To lead, promote and inspire innovative and outstanding practice in teaching and learning and behaviour engaging and motivating staff to be their best ensuring all students make swift progress and excel in their learning programmes.
- To support the Deputy Principal with curriculum quality assurance and contribute to the production of the college's annual self-assessment report (SAR) and the quality improvement plan (QIP) ensuring that meaningful and impactful targets are agreed, implemented, monitored, and achieved.
- To critically review performance within learning environments in conjunction with other staff, develop and implement plans to deliver excellence across the College curriculum.
- Liaise closely with the Head of Finance and the finance team to ensure the curriculum model fits within the budget set.
- Lead and contribute to the College's professional development strategy, ensuring all staff benefit from a structured programme of training, CPD, and guidance that supports continuous improvement, enhances professional practice, and enables the consistent delivery of high-quality education in line with the College's Professional Teaching Standards.
- Promote and support the College's commitment to equality, diversity and inclusion.
- To establish and maintain effective strategic relationships with relevant external bodies.

- Ensure that the College complies with all its statutory and regulatory responsibilities relating to the curriculum quality and the student experience.
- Lead strategic timetable planning for students and staff, ensuring the effective deployment of physical resources.

Curriculum, Teaching and Learning

- Contribute to the design, implementation and evaluation of an ambitious curriculum that aligns with EHCP outcomes, Preparing for Adulthood principles and individual student aspirations.
- To plan programmes of study that align with students' EHCP outcomes, individual learning goals, targets, aspirations, and preparation for adulthood.
- Ensure all programmes comply with funding requirements, awarding body regulations and statutory frameworks.
- Establish an inclusive culture towards English and maths in line with the College's values and behaviours, taking a proactive role in enhancing the reputation of English and maths as an embedded skill.
- Oversee the exams officer and staff on internal exams, including mock exams, end-of-year exams, and other tests. Ensure timely communication of exam-related information from teaching teams to the exams officer. Review and update exam-related policies and procedures. Ensure staff are trained and manage invigilators. Keep up to date and comply with all the latest JCQ regulations and requirements.
- Work collaboratively with the SENCo and staff to ensure appropriate access arrangements and reasonable adjustments are in place for students with identified needs.
- Contribute on the implementation of the English and maths strategy, supporting curriculum management and teams to improve TLA, attendance, progress tracking, retention, and outcomes for students.
- To work with the Admissions and Student Experience Director to gather relevant information on the student cohort and create a well-informed and effective curriculum.

- Lead and develop the revised curriculum model in line with the outcomes of the curriculum review and associated action plan and ensure effective implementation of the curriculum
- Ensure curriculum intent, implementation and impact are clearly defined, monitored and evidenced.
- Contribute to curriculum planning, mapping, sequencing and review across accredited and non-accredited provision.
- Support progression into employment, independent living, further learning and community participation.
- Lead the review and development of initial, formative, and summative assessment processes.
- Ensure robust assessment systems including initial, formative and summative assessment, RARPA and accredited qualifications.
- Contribute to curriculum innovation and research projects to develop new opportunities for students with specialist communication and learning needs.
- Contribute to curriculum timetabling, staffing deployment and resource allocation to maximise student outcomes and operational efficiency.
- Liaise with the Transitions and Careers Managers to ensure that the holistic experience of students including work experience activity and careers advice and guidance fully prepare students for the challenges of work and adult life.
- Promote the effective use of technology in planning, teaching, and learning, ensuring specialist and assistive technologies are available to meet individual student needs.
- To support the CMT to deliver the College business objectives in line with The Carr Fenton Foundations and Colleges strategic plan, vision, mission, values, and ethos.
- Ensure the curriculum provides a positive and inclusive student experience, promoting equality of opportunity and celebrating diversity.

Quality of Education

- Lead and quality assure learning walks, lesson observations, deep dives, and quality reviews, ensuring findings are accurately recorded, monitored, and evaluated.
- Lead the development, implementation, monitoring, and evaluation of the college's quality cycle.
- Lead the monitoring and evaluation of student progress and achievement, ensuring effective interventions are implemented where required and that the curriculum is regularly reviewed and adapted to meet the needs of students
- Ensure high-quality schemes of work, lesson planning, reviews and reporting.
- Contribute and lead moderation and standardisation activities.
- Set the standards and contribute to the development of College Handbooks and Professional teaching Standards.
- Oversee the continual professional development of tutors and any teaching staff to ensure they have the skills, knowledge, and confidence to deliver effective and innovative SEND/HN teaching and learning.
- Lead policy and practice to ensure all teaching staff have fair and transparent timetables that support their workload and provide agreed remission, breaks and departmental time.
- Liaise with therapy, specialists, behavior team and cross college colleagues to ensure the students receive the services and individual support they need.
- Lead the development, implementation, and maintenance of the College MIS (Databridge).

General

- To strictly observe and follow staff code of conduct.
- To promote the highest standards of Health and Safety practice in relation to all aspects of the duties of the role and complete Risk Assessments for all activities.
- Support the college's implementation of all current statutory requirements, e.g. Equalities Act, Equal Opportunities, Child Protection and Data Protection (GDPR).
- To fulfil personal requirements, where appropriate, regarding Foundation and college policies and procedures, health, safety and welfare, emergency, evacuation and security.
- The Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- To work positively and inclusively with colleagues and stakeholders so that the Foundation provides a workplace and delivers a service that does not discriminate against people on the grounds of their age, sexual orientation, religion or belief, race, gender, or disabilities.
- To attend training as required by the Foundation to ensure that the best possible service is provided to our students and to each other.
- To always observe the Foundation's policies, particularly those relating to Health and Safety at Work and Data Protection.
- Attending meetings, briefings and CPD events as required and undertaking any professional updating required for the role.
- To complete all documents, it is necessary to comply with HR policies and ensure that records are accurate and up to date.
- To be familiar with Prevent, British Values and the FE Ofsted Handbook.
- To undertake such additional duties or projects as determined from time to time by the line manager, after consultation with the post holder.

Person Specification

	Essential	Desirable
Qualifications	• Degree or equivalent, teaching qualifications and recognised professional qualifications relevant to the role. • Level 5 or above Management qualification. • Quality Assurance qualification. • A record of recent and relevant continuing professional development to include elements of SEND curriculum.	• Post grade qualification in areas related to role, care, SEND etc. • Health and safety qualifications. • PREVENT, FBV, Safeguarding qualification or training.
Experience	• A minimum of 5 years' experience of curriculum management in a post 16 Further Education setting, at a SEND College or General Further Education College with SEND elements. • A minimum of 5 years' experience in curriculum planning at a management level. • Management of students record databases such as Pro Suite or Databridge. • Knowledge and experience of the Ofsted Inspection framework, criteria and processes. • Proven ability in curriculum management with SEND post 16 provision. • Extensive and up-to-date knowledge of FE curriculum, SEND issues and challenges facing Colleges. • Knowledgeable and experienced in curriculum policy and practice. • Knowledgeable and experienced in curriculum planning at a management level. • Experience of working with employers and other stakeholders. • Management of change in an educational setting. • Management of FE Curriculum with SEND aspects or SEND service or department with successful management of teams of staff. • Sound understanding of FE and SEND practice in teaching, learning and assessment. • Ability to monitor and operate curriculum planning including timetables, MIS, QA systems and budget. • Experience of the operation of staffing teams, scheduling staff and delivery of a support service. • Competent and confident communicator, able to inspire and lead others. • Experience of relevant policies, legislation and SEND Code of Practice in FE and post 16. Can work with the College Management Team and SLT in developing and implementing policies and procedures.	• Management of outstanding FE curriculum • Ideally, with proven outstanding practice. • Knowledge and experience leading and managing SEND in ISC/GFE • Experience of managing work experience processes. • Management of change in an FE / SEND /Care Provision. • Senior manager with responsibility for specialist SEND Service/ Teams. • Experience of specialist SEND education at a specialist college or GFE. • Track, record and implement development plans. • Experience of successful operation of HR policies and procedures at management level. • Leadership training or qualification. • Knowledge and Experience of Databridge MIS. • Background and knowledge of management of therapists and educational specialists. • Experience of reporting at a Senior level to SLT, Governors and regulators. • Knowledge of work placement processes with employers. Knowledgeable partnership working with either/or health, social services and the voluntary sector.

	• Experience of the operation of QA systems using MIS. • Experience and knowledge in Personal Development, Behaviors and Attitudes for FE SEND students. Ability to set and monitor quality standards for regulatory outcomes. Show high expectations in all aspects of service delivery. Demonstrate understanding and experience of all aspects of the effective management of students. • Demonstrate understanding of the reporting requirements at Leadership level.	
Knowledge	• Understanding of health and safety regulations and using or producing risk assessments . • Commitment to safeguarding, equality and diversity and health and safety at the college. • Understanding of the importance of maintaining confidentiality Ability to create, sustain and develop team working. • Commitment, enthusiasm and a drive to achieve objectives, goals and KPIs. • Demonstrate the ability to lead and to manage change, showing empathy to the various stakeholders. • Ability to work under pressure. • Ability to delegate effectively. • Demonstrate a flexible attitude in an innovative approach to managing complex issues.	• behavior management strategies.
Personal Attributes	• Excellent relationship management, • Ability to articulate messages to staff teams and different disciplines. • Emotionally intelligent and perceptive. • Reliable and trustworthy. • Demonstrates energy, dynamic approaches and resilience. • Proactive and positive approach to problem solving. • Calm under pressure and self-motivated.	• Understanding of own abilities, limitations and when to seek support. • Resilient to daily changes at short notice.