

# Head of Curriculum & Standards

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**Reading**  
Borough Council  
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## Job Description

**Job Title** Head of Curriculum & Standards

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**Location** Various New Directions sites within Reading.

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**Grade/Salary Range** RG7m - SCP 33 to 39

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**Service/Directorate** Economic and Cultural Development  
Directorate of Economic Growth and Neighbourhood Services

### Job Purpose

The post will lead the curriculum team/function.

The post holder will:

1. Be a member of the Senior Management Team (SMT).
2. Oversee all Learning Programmes (direct delivery) at the College, including Apprenticeships and Community Learning.
3. Lead all teaching/learning/assessment functions.
4. Lead the production of an annual self-assessment and quality improvement plan.

### Main Duties and Responsibilities

1. To lead curriculum teams to deliver outstanding teaching, learning and assessment across Skills for Life, Digital Skills and Apprenticeships and Vocational education, including Traineeships, employability and skills for work.
2. To directly line manage all Curriculum Managers and Associate Principal - Quality x 2.
3. To lead Curriculum development activity/projects, ensuring the College's learning offer meets local needs.
4. To lead on staff development including annual Training Needs Analysis (TNA).
5. To ensure that Attendance, Retention, Achievement and Success (ARAS) data meets or exceeds minimum levels of performance thresholds and internal targets.
6. To ensure learner satisfaction is high.
7. To lead all course/activity planning to ensure recruitment and funding targets are met.
8. To develop relationships with appropriate strategic stakeholders such as Children's Centres and Job Centre Plus to maximise business/collaboration opportunities and/or be able to negotiate and influence.

9. To develop relationships and partnerships with local employers, increasing apprenticeship and traineeship opportunity and scope for work experience and traineeships.
10. To ensure that the service is equipped and prepared for Ofsted inspection and any other external quality audit.
11. To oversee the management of all teaching and learning and to ensure that the appropriate systems and processes are in place to effectively manage all stages of the learner journey.
12. To oversee the implementation of Quality Improvement systems, including monitoring the quality of delivery, within the programme area to bring about continuous improvement e.g. Observation of Teaching, Learning & Assessment (OTLA), and Recognising and Recording Progress and Achievement (RARPA) and Moderation activities.
13. To oversee the development and implementation of Quality Review Boards that monitor and scrutinise the performance against Key Performance Indicators for the service.
14. To lead the completion of the Self-Assessment and Quality Improvement plan.
15. To be a member of the senior management team.
16. To oversee exams and ensure appropriate systems and processes are in place to ensure Joint Council for Qualifications (JCQ) compliance.
17. To oversee the processing of all exams related data and records.
18. To oversee the policy and deployment of resources related to Additional Learning Support.

### ***Gateway Criteria***

1. Lead on strategic service delivery planning.
2. The attainment of a management or finance qualification at level 5 or above.
3. Lead on key or multi-stakeholder projects for the service or wider council. e.g. commencement of delivery for Apprenticeship provision.

### ***Scope of Job (Budgetary/Resource Control/Impact)***

1. Participate in the recruitment of staff within the Council's recruitment and selection procedures.
2. Can initiate purchase orders and approve up to the value of £20,000.
3. To have responsibility for planning sufficient activity to meet SFA grant of approximately £1.2m

## ***Special/Other Requirements/Responsibilities of this Post***

***Level of DBS check required for this post*** Check Required

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***If \*, does the post require a check against the list of people barred from working with vulnerable adults?***

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***If \*, does the post require a check against the list of people barred from working with children?***

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***What other security/safer recruitment clearances are required for this post? (excluding standard identity/work permit/education qualification checks)***

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***Is this post “politically restricted”?***

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***Responsibility for Health & Safety:*** LEVEL 3

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***Please specify responsibility for implementing the Council’s risk management strategy as it applies to the service, ensuring risks to service delivery and specific projects or initiatives are recognised and that actions are taken and monitored to mitigate risks identified***

This post is responsible for ensuring that Risks associated with managed projects are identified, monitored and mitigated against as an integral part of project planning and delivery.

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***Please specify any other Statutory Duties and/or responsibilities of this post not already covered in the “Main Duties & Responsibilities” above***

None

# Person Specification

## *Qualifications/Education/Training*

1. Educated to first degree level or above.
2. Advanced Microsoft Office User Skills e.g. Word, Excel and PowerPoint.
3. A management or finance qualification

Or equivalent demonstrable experience.

## *Experience*

1. In a senior leadership role within further education
2. Of interpreting policy into coherent development/delivery plans.
3. Of statistical analysis.
4. Of financial management.
5. Be able to demonstrate a track record of achievement.
6. Of stakeholder management.
7. Of change management.
8. Of Ofsted and sector body quality frameworks
9. Of working with several awarding organisations and exam boards
10. Of the post compulsory education sector, specifically Adult & Community Education
11. Of contract management
12. Of policy concerning Citizenship, participation, skills, employment, and migration.

## *Skills, Abilities & Competencies*

1. Work collaboratively with a range of people, services and stakeholders.
2. Provide a clear vision and strategy.
3. Foster a flexible, supportive and developmental culture.
4. Self-motivated and able to work accurately under pressure to meet deadlines
5. Have the skills to be highly organised.
6. Have the skills to present and provide complex information/concepts to others.
7. Be able to work flexibly to be able to meet the needs of the service and the team.
8. Ability to lead a team, to ensure team targets and learner's needs are met.
9. Manage the performance of others.
10. Ability to interpret and translate policy into meaningful plans.
11. Ability to prepare clear, concise information and written reports for a variety of purposes.
12. Work on own initiative and make decisions within given parameters of delegated authority.
13. Plan, organise and deploy resources effectively to meet policy and organisational objectives.
14. Ability to design and implement processes and procedures.
15. Lead activities to improve service levels/efficiency.
16. Multi-task manage multi-priorities and changing demands.
17. Encourage feedback/scrutiny to inform continuous improvement.
18. Take responsibility for actions and achieving goals.
19. Ability to understand how other people's priorities may affect work.
20. Good communication skills to be able to understand and respond appropriately in a variety of ways to a range of customers, colleagues and others.
21. Commitment to equal opportunities to support the diversity of needs of our learners, colleagues and others.

## *Specific Working Requirements*

1. To accept longer working hours during periods of high workload.
2. The post holder will be required to work some unsocial hours, including attendance of evening meetings and occasional weekend working.
3. Please note that no annual leave may be taken from two weeks prior to the start of term until two weeks after the start of term or in the first two weeks of terms 2 & 3.
4. Note that during an Ofsted inspection we would request that annual leave is postponed until after the inspection whenever possible.