

Curriculum Manager Job Description

The successful candidate will lead the Education Service at The Marie Trust, an established community curriculum designed to widen access to further education and transform the lives of individuals who are affected by homelessness.

The Marie Trust works with partners in further education and communities to create inclusive progression opportunities to provide routes out of homelessness and poverty. We are seeking a forward-thinking individual, with a can-do approach who is experienced in working in adult education and who can champion and represent the service to our stakeholders and partners and instil a passion for education in the people we support.

You will be part of the Management Team, leading and contributing to the organizational strategic plans to provide educational opportunities across all services and access to qualifications in the areas of health, social care, social sciences, arts, and REHIS-approved qualifications.

You will have a sound awareness of the issues that prevent people who experience multiple disadvantages from applying, entering, and sustaining education and be confident teaching community learners.

You will design, coordinate and support the delivery of community and college programmes to support learners' educational pathways leading to further education, training, and employment and build on the existing education provision to widen the curriculum to enhance learning.

You will support the delivery of Target Skills Profiling and identify learning needs, putting into place strategies that will support the learner to achieve and progress successfully.

You will recruit and induct new learners into the program and act as a Guidance Tutor. This will involve working with learners to identify areas of development, and progression and completing action plans supporting a pathway into learning/training/employment.

You will attend pre-course and end-of-course meetings within the organization in standardization to ensure that the delivery of the program is fair promotes equality and diversity, is accessible, and is up to date with relevant legislation.

Formally consult with service users on a regular basis to help evaluate the education provision and establish what is required to better meet learners' needs and collate evaluation and surveys. In doing so, encourage learners to participate as Student Representatives for the College and Marie Trust programmes.

Monitor and record all learner outcomes, ensuring course registers are up to date, and all evaluations and learner feedback are recorded. Completed end of the year and progress reports to evidence to funders and internal reporting systems and contribute to funding applications.

Signpost, direct, and refer-on to appropriate intervention and support services within The Marie Trust services for those learners who indicate a willingness and need to receive other forms of immediate support.

Have a commitment to health and safety and be knowledgeable in risk assessments and the role of communication in safeguarding.

Supervise and coordinate student placements to support the delivery of the education programs.

Attend and contribute to the management and team meetings providing input to the work, which is being undertaken by the post holder.

The Curriculum Manager will report directly to the Chief Officer.

Salary: £33,000 Hours of work 35.00

Person Specification

The post holder will design and coordinate and teach non-accredited courses as a route to engage in learning, this means supporting learners to progress to SQA/SCQF level courses.

ESSENTIAL

- Be educated to a degree level, or equivalent in one of the following areas: Health, Social Care, Psychology, Adult Education, or Community Education or equivalent.
- Experience in delivering non-accredited courses to individuals who may have complex needs
- Ability to effectively facilitate group and individual engagement
- Experience in working with learners on a one-to-one basis and supporting their progression routes
- Ability to work in a demanding, high-pressure setting
- Possess excellent ICT and oral and written skills
- Excellent organization and planning skills
- Ability to work effectively as part of a team and on a one-to-one basis
- Experience of manage workload effectively and producing written reports
- Experience in carrying out learner entry and exit interviews and identifying learning support needs
- Have a can-do approach/self-starter and be able to seize opportunities and take them forward.
- Experience in designing, delivering, and assessing accredited and/or non-accredited courses in one of the curriculum areas
- Experience in managing workload effectively and producing written reports is essential