



HIGH  
SPEED  
RAIL

NATIONAL COLLEGE FOR  
HIGH SPEED RAIL

JOB DESCRIPTION

Job title: Senior Curriculum Lead for Leadership and Management



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<b>Job title:</b>	Senior Curriculum Lead for Leadership and Management
<b>Hours</b>	37.5 per week (job share or part time working requests will be considered)
<b>Location:</b>	Birmingham Regular travel between the 2 sites and to other business premises
<b>Salary</b>	£41 - 45 depending on experience
The location, hours of work and duties could be varied according to the needs of the service.	

## 1. Context

The National College for High Speed Rail is a brand new incorporated FE College that is being established to train the next generation of the rail workforce. Covering the breadth of the rail industry from design to people experience, construction, maintenance and operations, the College will train learners from the age of 18 in Higher Apprenticeships and higher education programmes. Learners who have attended the National College will gain skills that enable UK employers to support the development and running of HS2 and future high speed rail projects at home and around the world.

The college's vision is to pioneer technical excellence, setting new standards for collaboration and diversity in what will be a major growth industry for the UK in future years. We opened to students in September 2017, with two main hub sites in Birmingham and Doncaster and a network of 'spokes' via partner arrangements across the UK.

Being involved at the beginning of this exciting journey, we are able to offer you a unique opportunity to work in a dynamic environment with the College growing and evolving, providing excellent opportunities for career development and the scope to influence the future of the further education sector

## 2. Job purpose

To have responsibility for the design, development and delivery of a range of engineering education programmes for the National College for High Speed Rail.

## 3. Reporting relationships

Reports to: Head of Education, Training & Performance

## 4. Accountabilities

### 4.1. Teaching and learning

- To deliver high quality and innovative teaching and learning in the subject of Leadership and Management, including development and deliveries for the full time and apprenticeship provision.
- To deliver high quality and innovative teaching and learning
- To provide an outstanding learner environment which enables students to success beyond their expectations
- To ensure that the curriculum offer meets the needs of students, employers and stakeholders now and in the future

- To be responsible for the quality standard of teaching, learning and training within their work and the work of others under their supervision
- To develop effective and implement assessment strategies to motivate learners and raise achievement
- To implement strategies to achieve excellence in teaching, learning and assessment leading to an outstanding learner experience
- To provide programmes of study that meet individual student needs and progression aims
- Implement, manage and report on learner voice activities for courses leading to an outstanding learner experience
- To support the development of quality standards and assessment approaches for employed apprentices and learners who will spend at least three months in the workplace to ensure a high quality learning experience is delivered both in the college and the workplace
- To monitor and oversee the Cert HE courses to ensure communication between Sheffield Hallam University is timely and all grades are submitted
- Be the link between CPD and the curriculum team in organising bespoke CPD training

#### 4.2. Leadership and management

- To work as part of the Curriculum Team to take forward the curriculum development for the National College. This will include liaising with partner universities and leading on Quality assurance for the areas of responsibility
- Actively promote and market the National College and present a positive image of the college and its activities both within and outside the National College environment
- To liaise with industry panels that can support not only the development of trailblazer apprenticeships but also the wider curriculum and college activity.
- To effectively manage resources (human and physical) to ensure the learners' needs are fully met and their experience of learning is positive
- To manage and monitor budgetary responsibilities

- To lead and motivate teams to achieve high performance standards
- To establish a process by which good practice is shared within and across teams as appropriate
- To ensure full compliance with the National College quality systems
- To monitor the progress of courses and provide appropriate and timely interventions on identification of any issues
- To have ownership of outstanding achievement rates including the performance in value added, progression and destination and reporting on this within the Self-Assessment Process.
- To ensure appropriate assessment, verification or moderation of student work, acting as an Internal verifier and lead verifier
- To use National College data systems to ensure that accurate, complete and up to date data relevant to the courses is held
- To be fully accountable for learner success, utilising data and management information, evaluating the quality of provision within the programme area and ensuring full compliance with all quality mechanisms and key performance indicators.
- To participate fully in the National College performance management including recording CPD activities and maintaining objectives, ensuring they are up to date and evaluating input, including those relating to observation
- To be responsible for timetabling courses within your remit in conjunction with other curriculum leaders.

## 5. Other

- You are liable to undertake such other duties as may be reasonably be required of you commensurate with your grade at your initial place of work or at any other college site.
- The College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all employees and volunteers to share this commitment.
- To participate in the College's appraisal process and to undertake and deliver staff development and training
- The College aspires to be rated as Outstanding by Ofsted and for our customers to receive excellent customer service in their interactions with the College. All staff members are expected to contribute to this aspiration

Person specification

This person specification lists the competencies expected

(E = Essential criteria, D = Desirable criteria)

	Sections		
	Skills, knowledge and aptitudes	Effective leadership and management skills and styles  Strong communication skills – written, oral and presentational with the ability to work effectively with a wide range of audiences both within and outside the college  Able to present and explain complex problems in clear language  Able to lead, manage, resolve and innovate in a challenging and complex environment  High level of organisational and administrative skills  Understanding of the need for and commitment to an excellent pastoral care system  Detailed knowledge and experience in management, ideally related to the transport sector	E  E  E  E E  E  E
	Experience	Relevant industry experience  Experience of implementing quality processes to ensure good teaching and learning	E  E
	Qualifications	A relevant qualification at Level 4 or above/degree level in Management  A recognised Level 5 Teaching qualification such as Certificate in Education, PGCE or equivalent or willingness to obtain one within an agreed period of time  Recognised Assessor/Verifier award or willingness to work towards this  Member or Associate Member of a relevant Institution  Accredited trainer for the Association of Project Manager (APM)  Accredited trainer for a recognized management professional body such as CMI	E  E  D  D  D  E

	<p>Personal attributes</p>	<p>Strategic approach combined with attention to detail where necessary to ensure accuracy and successful outcomes</p> <p>Committed to high standards and the achievement of excellence</p> <p>Enthusiastic and able to lead and motivate a team Able to work both independently and collaboratively with external organisations</p> <p>Resilient as a leader of change and within an environment of change</p> <p>Flexible, can do approach</p> <p>Committed to safeguarding the welfare of children and vulnerable adults</p> <p>Committed to principles and practice of equality, diversity and inclusion</p> <p>Self-starter; able to work with a high degree of autonomy Strong relationship management and influencing skills with senior stakeholders</p> <p>Ability to develop imaginative, workable solutions to problems in a pressurised environment</p> <p>Ability to manage conflicting demands on time and to prioritise</p> <p>Ability to grow and develop into further roles in the organisation</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
	<p>Special requirements</p>	<p>Able to work flexibly including some evenings and weekends</p> <p>Able to meet challenging deadlines when necessary</p> <p>Able to travel independently between college sites and other external venues</p>	<p>E</p> <p>E</p> <p>D</p>