

# Job Description & Person Specification



## Curriculum and Quality Team Manager: Business

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|---------------------------|--|
| <b>Salary:</b>            | <b>£48,020pa inclusive</b>   |
| <b>Hours:</b>             | <b>36 hours per week</b>   |
| <b>Leave:</b>             | <b>42 days annual leave plus bank holidays</b>   |
| <b>Responsible to:</b>    | <b>Director of Business, ICT, Travel &amp; Partnership</b>   |
| <b>Line Management:</b>   | <b>Teaching and support staff for Business provision</b>   |
| <b>Work closely with:</b> | <b>The Director and CQTMs in the area to form the management team for the Directorate<br/>Quality Improvement Team<br/>CQTMs from other Directorates<br/>Business Support Managers</b> |
| <b>Job Purpose:</b>       | <b>The main focus of the job is to lead on improving teaching and learning in Business and to ensure students achieve the maximum of their potential</b>                               |
| <b>Location:</b>          | <b>This post will initially be based at the Main Campus, Isleworth, however, you may be required to undertake work at the Skills &amp; Logistics Centre, Feltham</b>                   |

### **1. Curriculum and Quality**

- a) Lead and co-ordinate curriculum innovation and development across all Business provision, including adult day and evening provision.
- b) Manage the improvement of the quality of teaching, learning, and assessment, working closely with the Quality Improvement Team
- c) Manage internal verification, external examination arrangements, and liaison with external verifiers and validation/examination bodies
- d) Raise student success rates through a clarity of focus and outcomes to meet recruitment, attendance, retention, achievement, and destination targets, on Business courses as well as English and Maths for students in the area.
- e) Manage course and subject review activities and self-assessment, ensuring that courses are matched to student needs, and that actions are in place to ensure courses are responsive to the local and regional priorities

### **2. Team management**

- a) Lead and build a team of Business staff, running regular team meetings to ensure good communication is in place across the team
- b) Encourage collaborative working, sharing of good practice, innovation and debate about teaching, learning, and assessment
- c) Consult on planning and ensure a team approach to quality issues

- d) Encourage peer observation, team teaching, and visits to other colleges

### **3. Individual staff management**

- a) Line manage Business teaching and support staff in accordance with the college's HR policies using a proactive approach with creative problem solving
- b) Provide encouragement, support, and guidance to teaching staff, setting and maintaining high standards, in order to continue to raise the quality of education in the area
- c) Ensure supportive staff induction, coaching, and target-setting for teaching improvements, and strong mentoring and staff development for individuals
- d) Assist the Director in staff timetabling
- e) Along with the other Curriculum and Quality Team Managers in the directorate, deputise for the Director as required

### **4. Student Support**

- a) Co-ordinate the pastoral programme (tutorials, careers advice etc.), work experience and employer engagement in the Business area
- b) Liaise with the managers responsible for student support, including English and maths, to ensure students' needs are met
- c) Oversee and monitor student admissions, enrolment, induction, and progression
- d) Be responsible for promoting good student attendance, punctuality, and discipline

### **5. Resource Management and Health and Safety**

- a) Assist the Director in setting and meeting curriculum area targets, including student numbers, full cost targets, and course viability
- b) Manage budgets for specified areas in accordance with college financial regulations.
- c) Promote the safe learner concept, ensuring appropriate health and safety activities are in place, including risk assessments for the curriculum area

### **6. External focus/liaison**

- a) Undertake external liaison as required for the Business courses managed including working with employers and partners in meeting local and regional skills needs
- b) Keep up to date with strategic developments in the Business curriculum area and local and national initiatives that might impact the area. Ensure, through visits to other institutions including employers, that best practice is disseminated across the team.
- c) Ensure marketing materials (fact sheets, course guides) are produced on time and in the correct format, having consulted with relevant Directors and CQTM's. Work proactively to promote the programme through participative recruitment activities: taster sessions, open days, visits.

### **7. General**

- a) Carry out allocated teaching and associated duties in an appropriate curriculum area. The hours of class contact to be undertaken will be reviewed at intervals and determined in the context of the demands of the management role and the needs of the college.
- b) As a member of the college management team, undertake evening and Saturday duty in accordance with the Duty Rota.

- c) Adhere to and comply with the college financial regulations.
- d) Undertake such other duties at appropriate levels of skill and responsibility as may be required.

# Person Specification

Please study the items in this person specification carefully when completing your application form. We need evidence and practical examples of how well you meet each criterion.

1. Educated to degree level or equivalent, in a relevant curriculum specialism, with a recognised teaching qualification
2. Evidence of **continuous professional development**  
With a focus on
  - impact on teaching and learning
  - curriculum innovation
3. Sound **specialist knowledge and teaching experience** in a relevant curriculum area  
With a focus on:
  - curriculum innovation
  - inspirational teaching and learning
  - effective assessment strategies
  - Knowledge and management of apprenticeship provision would be an advantage
4. Evidence of effective **curriculum leadership** in a relevant area and an ability to determine an imaginative vision for the curriculum  
With a focus on:
  - curriculum development and planning
  - creative strategies for delivery
5. Ability to **manage teams and individuals**  
With a focus on
  - pro-active, positive and clear approach
  - set and maintain high standards
  - support and develop
  - regular, consistent and structured contact
6. Understanding of the **national policy context** of the post schools sector  
With a focus on:
  - impact on funding
  - impact on the future curriculum
7. Excellent **IT skills**  
With a focus on:
  - improve management processes
  - teaching and learning
8. Experience of implementing, managing and monitoring **quality assurance** processes that have led to tangible improvements in standards for students  
With a focus on:
  - clarity of focus and outcomes
  - creative and practical thinking
  - use and interpret data and information

- internal and external verification procedures
9. The ability to translate the challenges faced by **marginalised groups** into curriculum strategies and student achievement  
With a focus on:
- refugees and young people seeking asylum
  - working class young people
  - people experiencing poverty, deprivation and/or discrimination
10. Ability to give **leadership on equality and diversity** and to embed them into curriculum and staffing decisions  
With a focus on:
- a vision for the curriculum
  - creative ideas to ensure students have equality of opportunity, treatment and outcome
  - confidence in talking about issues
11. **Communication**: ability to write complex reports, to articulate arguments, talk to groups, chair meetings and be empathetic, respectful and clear in one-to-one meetings  
With a focus on:
- clarity and appropriate to audience
  - structured and purposeful
  - complex ideas with simplicity
  - listen and empathise
12. Ability to practise the principles of **collaborative working**  
With a focus on:
- consultation and involvement
  - consensus and decision-making
  - supportive structures and processes
13. Have an awareness and understanding of Safeguarding and Prevent, and how to embed these into the curriculum.

## **Equality and diversity**

West Thames College champions excellence, integrity, equality, and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and are entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

**Closing date:** 17<sup>th</sup> August 2025  
**Reference No:** 4BUS001  
**Interview date:** 28<sup>th</sup> August 2025

# Conditions of Service

|                                 |  |
|---------------------------------|--|
| <b>Contract:</b>                | Permanent<br>Full time   |
| <b>Hours:</b>                   | 36 hours per week  |
| <b>Salary:</b>                  | £48,020pa inclusive<br>The salary offered for this post will be a spot salary on point 4 of the Management Spine scale.<br><br>Spot salary means there is no entitlement to any incremental pay increase.  |
| <b>Pension:</b>                 | Staff are entitled to participate in the Teachers Superannuation Scheme subject to its terms and conditions.   |
| <b>Annual Leave:</b>            | 42 days per annum plus public holidays.  |
| <b>Teaching Qualifications:</b> | Lecturing staff are required either to have, upon commencement of employment, or to obtain within a specified period after commencement, certain teaching qualifications required for the post. The type of qualification required and the time period for acquiring it depend on a number of factors, including the type of post that is held, the teaching that is undertaken, and whether the lecturer works full-time or part-time.  |
| <b>Probation:</b>               | Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.<br><br>Employees who commence their employment between 1 June and 31 August, and those with term-time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.<br><br>The extended period of probation is to ensure there is an adequate period of “normal” working during which to provide support and assess an employee’s performance. |
| <b>Disclosure:</b>              | The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College, which will be conducted by the Disclosure and Barring Service.   |