Job description

Job title
Curriculum Lead

Hours
37.5 hrs per week, 41 weeks + 150 hours undirected time,

Contract
Permanent

Role profile and grade
TLS40s Grade 5

Salary
£49,943 – £54,496

Location
Bridge College, Openshaw

Reports to
Assistant Principal

Job purpose
The postholder is responsible for the organisation of the innovative curriculum within a specified area within college, raising achievement and improving student progress through quality first teaching and multi-disciplinary working, within an independent specialist college.

The core purpose of the role is to lead on developing strategies to raise achievement so that all students achieve their potential while creating college systems which ensure that college aims and objectives are met.

Nature of the post
Bridge College is the Together Trust's specialist education college for students aged 16 to 25 years with disabilities, complex needs and

autism. Bridge College promotes a multidisciplinary approach to learning and has expertise in supporting students with a wide range of needs.

In respect of the general responsibilities as an employee of Together Trust, the post holder will be required to:

- Promote a positive image of the service and the Together Trust at all times
- Be aware of and follow the relevant policies and procedures
- Maintain confidentiality for all areas of the post
- Co-operate with all Together Trust staff in maintaining harmonious interpersonal relations
- Perform any duties as may reasonably be required by the Together Trust, or as requested by the post holder's line manager and other senior managers.

The post holder will be based in Openshaw.

Key responsibilities

Core Purpose and Accountability

- Under the direction of the Assistant Principal contribute to formulating the aims and objectives of the college, establishing and embedding the policies through which they shall be achieved, managing staff and resources to achieve the aims and objectives and monitor progress towards their achievement reflecting the specialist nature of the college
- Undertake the professional duties reasonably delegated to you by the Senior Leadership Team.
- In partnership with the Senior Leadership Team, provide professional leadership and management throughout the college but with specific leadership responsibilities for the team of teachers within a specified area
- To provide professional leadership and management of Staff Development Plan priorities within a specified area.

Generic/Teachers

- To carry out the duties of a tutor, teaching 3 sessions per week. This also includes covering sickness and absence, and any direct contact duties as may be reasonably directed by the Senior Leadership Team and the accountabilities expected of tutors at Bridge College
- To facilitate and encourage learning which enables students to achieve high standards, to share and support the corporate responsibility for the well-being and education of students within area of responsibility
- To uphold and model the colleges and Trust's principles, policies, aims and values.
- To work together, as part of a multi disciplinary team, to develop areas of provision that impact positively on learning and teaching across the college
- To take an active role in the College Self-Assessment process, ensuring this clearly links to the Together Trust 'Stronger Together' strategic plan. You will lead a team through the College Self-Assessment process and be responsible for the area specific Student Achievement section of the SAR
- Contribute to the production of area specific statutory information, in line with areas of responsibility which currently includes curriculum information and student outcomes. These areas may change in future
- To actively undertake professional development through keeping abreast of the latest developments locally and nationally

Appraisal (Performance Management) and supervision

- To undertake annual appraisal, setting and agreeing targets linked to college development plan priorities with the Assistant Principal
- To lead and manage the appraisal and supervision of the area specific team of education staff

- Provide mentoring and coaching to improve performance of staff teams
- To follow and implement policies and procedures relating to performance management, and do so in collaboration with the SLT and HR.

Strategic direction/Shaping the future

- Support the Senior Leadership Team in ensuring that the vision for the college and the Trust is clearly articulated, shared, understood and acted upon effectively by all
- Assist the Senior Leadership Team in the ongoing and annual review of standards of leadership across the college
- Have oversight of costed area and subject development plans (according to remit) which contribute positively to the achievement of the College Development Plan
- Develop and implement policies and practices for identified subject/area(s) which reflect the college's commitment to high achievement and is consistent with national and local strategies and policies
- Promote high expectations for attainment. In partnership with the Assistant Principal ensure termly 1:1 student progress meetings are undertaken, resulting in effective targeted interventions
- Establish short, medium and long term plans to raise achievement within a specified area
- Monitor the progress made in achieving area plans and targets, and evaluate the effect on teaching and learning
- Work with outside agencies and stakeholders to inform future action

Resource Management

- Work with the Senior Leadership Team to provide effective organisation and management of a specified area and seek ways to improve organisational structures and functions based on rigorous self-evaluation
- Work with the Senior Management Team to ensure the people and resources within a specified area are organised and managed to provide an efficient, effective and safe learning environment
- Work closely with the Principal to evaluate area budget allocation to ensure the budget is spent in line with area learning priorities and best value principles
- Work closely with the Senior Management Team to secure and allocate resources to support effective learning and teaching within a specified area
- Work closely with the Senior Management Team to monitor and control the use of resources and budget according to the college's agreed financial procedures

Developing Self and Working with Others

- Contribute to college staff development, to maintain a professional and vibrant college learning community which enables others to achieve, based on information flowing from robust area self-assessment and performance management processes
- Support staff within a specified area, in achieving high standards through effective continuing professional development
- Be committed to your own professional development
- To be a positive role model, treat people fairly, equitably and with dignity and respect to create and maintain a positive college culture
- Build a collaborative learning culture within the whole college and actively engage with other colleges to build effective learning communities

- Acknowledge the responsibilities and celebrate the achievements of individuals and teams and as appropriate engage with the Together Trust Employee Recognition Awards
- Develop and maintain a culture of high expectations for self and others through the implementation of a robust performance management process (including appraisal and supervision), with allocated team of staff
- Regularly review own practice, set personal targets and take responsibility for own professional development.

Strengthening Community

- Work with the Senior Leadership Team and other members of the team to engage with the internal and external college community to secure equity and entitlement and to raise the college's annual intake
- Work with the Senior Leadership Team to work collaboratively at operational levels with parents and carers

Securing Accountability

- Work with the Assistant Principal to ensure the college's accountability to a wide range of groups, particularly parents, carers, governors, the DfE and other stakeholders ensuring that students enjoy and benefit from a high quality education, promoting collective responsibility within the whole college community
- Develop a college ethos which enables everyone to work collaboratively, share knowledge and understanding, celebrate success and accept responsibility for outcomes
- Work with the Governing Body providing information, objective advice and support to enable it to meet its responsibilities
- Develop and present a coherent, understandable and accurate account of the area's performance to a range of audiences including governors, parents and carers, trustees and external stakeholders

- Reflect on personal contribution to college achievements and take account of feedback from others
- Agree, monitor, evaluate and hold accountability for area student progress targets, ensuring termly 1:1 student progress meetings are undertaken.

Specific Duties for Curriculum Lead Role

- To provide professional leadership and management of a curriculum pathway, on an annual basis, with the Senior Leadership Team
- Develop and Integrate AI Curriculum Provision – Lead the design and implementation of an AI-focused curriculum, ensuring students gain essential digital and AI literacy skills for the future.
- Stay Ahead of Emerging AI Trends – Research and incorporate advancements in AI education, ensuring the curriculum remains relevant and future-proof.
- Manage the college outdoor learning and health related curriculum programmes, overseeing links with external agencies and promoting out of classroom learning.
- Identify CPD needs to equip tutors with the knowledge and confidence to teach AI-related topics effectively.
- Manage External Curriculum Partnerships – Identify and collaborate with industry partners, educational institutions, and external providers to enhance curriculum opportunities.
- Expand Learning Opportunities Beyond the Classroom – Oversee outdoor learning experiences, competitions, and real-world AI applications to provide students with hands-on, experiential learning.
- To assist the Senior Leadership Team in the day to day running of the college including promoting events, leading teams, overseeing the organisation of parents' evenings, promoting health and safety, and through attendance at extra-curricular events

- To line manage staff according to Trust policy and support, challenge and develop them in their roles thus ensuring a culture of accountability at all levels
- To prepare agendas for relevant meetings
- To participate in wider leadership meetings and termly strategic sessions

Specific areas of responsibility

- To ensure a specific area focus on achievement and standards, reflecting best practice for students and staff within all education roles
- Develop and quality assure assessment methods within your pathway.
- Effectively manage and lead on the implementation of the curriculum within the pathway.
- Lead a team of Tutors ensuring they take responsibility for curriculum areas of focus, linked to annual improvement objectives
- Hold Tutors to account for their area of focus and ensure that they provide good quality results.
- Mentor and upskill Lead Tutors in the effective management of educational staff
- Prepare statistical analyses of the area's performance and target setting for internal and external use, including coordination of the College SAR process
- To ensure data, assessment for learning and reporting procedures are robust, timely and effective and improve area specific achievement. Ensure the staff team within an area, have a shared understanding and commitment
- Have a full understanding of and responsibility for using data to inform and improve standards and achievement within the area
- Use data to monitor student progress and then identify, implement and quality assure intervention strategies to raise achievement and

drive up the quality of teaching and learning so all teaching is at least good

- Develop and quality assure assessment, recording and reporting procedures across the college, including the reporting for annual and other reviews in line with Statements / EHC outcomes
- Ensure all internal and external exams are planned precisely and executed smoothly with minimum stress for students and staff alike, in partnership with the Assistant Principal
- To ensure areas develop and maintain student assessment and tracking systems at subject level and implement strategic interventions as required
- To work with the Assistant Principal to quality assure teacher assessments and data to drive up achievement
- Line manage and monitor the leadership and management of the area staff team
- To be responsible for monitoring staffing and conducting routine Return to Work Interviews for your direct reports and ensure your direct reports do likewise

General duties and responsibilities

- To continue to meet the required standards for Qualified Teachers' status.

Other responsibilities

- Actively engage with the Together Trust's vision, mission and values
- Commit to promoting equality, diversity and inclusion

Additional information

This job description reflects the current requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and amended subject to consultation with the post holder.

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Educations, qualifications and training	**Degree in relevant area** **Qualified Teacher Status**	**Relevant qualification in SEND** **Management qualification**
Experience and skills	**Updated professional skills including leadership development** **Safeguarding and PREVENT Training** **Proven track record of own professional development and impact within college, as a result of this development** **Proven track record of leading in-service**	**Participation in work with other schools/colleges/agencies** **Proven track record of effective performance management of teachers and other staff resulting in improved student outcomes**

	activities for others Proven track record of delivering staff engagement through change and transformation Proven ability to translate organisational strategy / policy ensuring common understanding and delivery of related outcomes Significant experience within a college setting with substantial teaching experience Strong data management skills including the ability to develop this skill in others. Excellent understanding and use of assessment for learning approaches, including target setting and tracking	

Leading, learning and teaching	Proven track record of delivering an innovative personalised curriculum that meets the needs of a range of students. Effective performance management of teachers and other staff resulting in improved student outcomes Excellent understanding and use of assessment for learning approaches, including target setting and tracking Success in raising student achievement through staff development The ability to nurture and develop outstanding teaching & learning in others	

	within tight timeframes.	
Leadership	Capacity to provide creative and enriching leadership to the college Able to demonstrate behaviours that inspire and motivate others Able to contribute to ethos and discipline structures via daily duties/disciplinary meetings etc.	
Leading and managing staff	Ability to lead and manage decisively within a collaborative ethos Ability to identify and develop strengths in individuals, groups and systems	Experience of leading performance management processes
Securing accountability	Ability to establish and effectively monitor accountabilities	

	delivering the required outcomes Empowering staff at all levels with well-defined responsibilities and clear accountability	
Strengthening community links	Commitment to enhancing provision and raising attainment in collaboration with the community as a whole Demonstrate commitment to extra-curricular enrichment Recent achievement in developing links with external partners and the wider community Experience of successful parental involvement	Experience of promoting college activities within a community
Developing self and working with others	Fluent and effective communicator	Success in fostering parental support of students' learning, attendance and behaviour

	Able to establish professional working relationships with all members of the college community Adheres to and encourages in others professional standards of fairness and integrity Leadership of the professional development of staff	
Personal qualities and attributes	Highly resilient, able to deal with challenges on a daily basis including interacting effectively when dealing with families and carers. Solution focused. Holds belief that high quality, learner centered teaching is crucial in delivering very good behaviour for learning and	

	outstanding outcomes for students Ability to work under pressure and meet deadlines Innovative and creative thinker Enthusiastic, energetic, and self-motivating – self starter Intellectually versatile, perceptive, and innovative Able to prioritise, delegate and hold others to account as circumstances require Accessible, responsive, and accountable Able to self-evaluate in order to manage change Able to demonstrate leadership qualities and people management skills	

	Able to motivate, promote good relationships and effectively communicate with all stakeholders **Works well as part of a multi-disciplinary team – solution focused.** **Flexible, listens and is prepared to seek advice and support** **Creative, enthusiastic and proactive, keen to embrace new ideas and challenges**	
Safeguarding	**Committed to safeguarding and promoting the welfare of young people** **To have undertaken recognised safeguarding training**	

Applications are welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are

committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.

