

# Loughborough College Group

## Job Description

### 1. Job Details

Job Title:	Curriculum Manager with Teaching – Animal Studies
Department:	Animal Care
Reporting To:	Head of Department
Competency Level:	Leadership 1
Hay Grade:	G6
Salary:	£43,184 - £44,307 Per Annum
Date of Job Evaluation:	TBC
Date:	December 2025

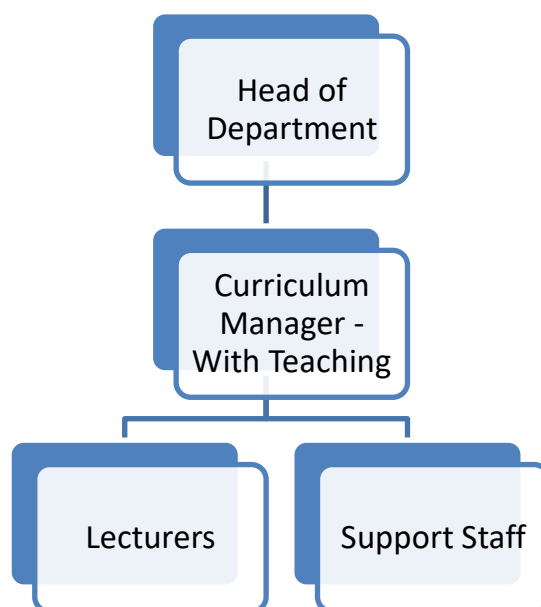
### 2. Job Purpose

The Curriculum Manager – with teaching will be responsible for inspiring, challenging and motivating teams and individuals to achieve excellence in all aspects of Loughborough College Group targets. The Curriculum Manager – with teaching will make a significant contribution to the colleges aim to provide outstanding quality and responsiveness in teaching, learning and curriculum design and delivery. The curriculum manager will also have a teaching load and will deliver high quality learning experiences.

### 3. Dimensions

*Not Applicable*

### 4. Organisation chart



Name:	Job description Template	Owner:	HR
Document Reference:	HR-TCG-162	Last Review:	Aug 2025
Version:	1.0	Next Review:	Aug 2027

*This document is the property of the Loughborough College Group.  
 Any reproduction, even partial, is prohibited without prior written agreement.  
 Document "uncontrolled" when printed.*

## 5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



## 6. Key Responsibilities

### Role specific responsibilities

- To deliver high quality and challenging learning experiences
- To lead and devise appropriate assessments and assessment strategies and feedback to learners through a variety of formative and summative assessment methods.
- To as appropriate.
- To proactively promote equality of opportunity in all aspects of the work role and lead and manage compliance to the agreed Health and Safety policy and practice.
- To ensure that the Curriculum Area you manage delivers high performing and quality provision across all income streams, meeting the needs and standards of all our learners and customers.
- Line-manage staff in the area of responsibility as agreed with the relevant Head of Department, manage the overall performance, development and conduct of team members – including setting targets, monitoring performance and improving quality.
- Support the Head of Department to develop and maintain plans to secure a curriculum portfolio that is responsive to local needs, college priorities and targets, and national priorities – monitoring and reviewing that provision, and taking remedial action where necessary.

- Implement the team's key performance indicators, service levels and quality targets – ensuring that they are understood and achieved.
- Deal with matters of learner misconduct and/or unsatisfactory learning progress, as set out in the Discipline Procedure for learners.
- Work closely with the Head of Department to plan and deliver an annual curriculum that meets the needs of students and employers and achieves funding targets.
- Maintain an up-to-date knowledge of qualification frameworks, subject specifications, assessment procedures and national initiatives.
- Work closely with the Head of Department to develop the curriculum within the Curriculum Area, including new programme proposals, awarding body approval, and developing the infrastructure for new course delivery.
- Systematically improve the quality of learning activities, ensuring that they meet college quality standards and result in improving student timely achievement rates.
- Implement learner voice processes and use learner feedback and involvement to make improvements.
- Drive change and practices that will deliver high levels of learner satisfaction, achievement and progression.
- Manage the professional and personal development of staff to ensure skills are up to date and good practise from outside and within the organisation is shared.
- Promote a culture of teamwork, in which the views of all members of the department are valued and taken into account.
- To support staff members through the lesson observation process and ensure all targets are met in a timely fashion.
- Ensure that students in the curriculum area receive excellent student support including advice and guidance, interviewing, initial assessment, tutorial and enrichment.
- Develop digital learning in curriculum delivery and support and monitor developments.
- In liaison with the Head of Department, be involved in the recruitment and selection of staff and their deployment to ensure the effective delivery of the Curriculum.
- Engage in relevant professional development activity as necessary.
- Undertake such other duties and responsibilities as appropriate and commensurate within the nature of the duties and responsibilities of the post as deemed necessary by Senior Managers within the context of the Loughborough College contract.

### Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

## 7. Key Result Areas

Action	Result
Lead the development and improvement of teaching and learning.	Positive learner feedback.
Lead the effective tracking and monitoring of learner progress.	High timely achievement rates and value added.
Lead the development of employability opportunities and progression opportunities.	Positive progression for all learners.
Provide outstanding leadership of the learner journey.	Outstanding self-assessment.

## 8. Key Working Relationships and Communications

**Internal:** Head, Curriculum Managers, Curriculum Staff, Administration Staff, Support Services Staff

**External:** Awarding Organisations

## 9. Scope for Impact

*Not Applicable*

## 10. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
<p>Inspires people to reach great heights of performance and success through leadership considering the FREDIE values. Builds and leads effective teams; leverages strengths; promotes and enables effective cross departmental working. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.</p>	<p>Supports change and supports colleagues in adapting to change. Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. Creates an effective structure for problem solving in team; develops problem solving capability in team. Makes well-judged decisions where there is difficulty or ambiguity; develops decision making capability in team. Manages people and projects effectively and consistently delivers high quality, on time and to budget.</p>
Ensuring Financial Sustainability	Self-Awareness
<p>Justifies expenditure; gets best value for money; contributes to budgeting process. Demonstrates commercial awareness in own work; uses basic business metrics to ensure this.</p>	<p>Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.</p>
Delivering Excellent Quality	
<p>Team or department delivers creative and personalised customer service which shows continuous improvement. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Supports and encourages continuous learning and development of team. Coaches and mentors. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.</p>	

## 11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a degree or equivalent level professional qualification in a relevant subject	•		Application
2.	Possess a full teaching qualification, e.g. PGCE, Cert. Ed, DTLS	•		Application
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application
4.	To hold or be willing to work towards L5 Management qualification		•	Application
EXPERIENCE				
5.	Successful experience within management roles (within Further Education)	•		Application
6.	Substantial teaching experience within Animal Care with proven track record of results	•		Application / interview
7.	Effective management and curriculum development experience including the design and delivery of imaginative and innovative teaching and learning methods	•		Application / Interview
8.	Experience of delivering CPD in Further Education	•		Interview
9.	Substantial experience of internal verification	•		
10.	Experience of provision of tailored guidance and support related to the individual needs of learners and adult learners	•		Interview
11.	Experience of initiating and managing change in a complex organisation		•	Interview
12.	Experience of supporting individuals to meet agreed objectives and milestones	•		Interview
13.	Experience of analysis and evaluation of performance data to inform quality improvement	•		Interview
14.	Ability to recognise discrimination in its many forms and apply EO practices and procedures	•		Interview
15.	Your previous work/life history provides evidence that you are safe to work with children and vulnerable adults	•		Interview
SKILLS & KNOWLEDGE				
16.	Knowledge of FE data and reporting systems	•		Interview
17.	Knowledge of the Education Inspection Framework and experience of leading on inspections	•		Interview
18.	Understanding of Computerised information and database systems		•	Interview
19.	Good IT skills	•		Interview
20.	High level of negotiation skills	•		Interview
21.	A good understanding and strong commitment to the principles underpinning the College's mission and strategic objectives, including equal opportunities and safeguarding	•		Interview
22.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview

BEHAVIOURS				
23.	Highly developed interpersonal skills, networking, advocacy, oral, written presentation and communication skills that are persuasive and influential with others and adaptable to the situation	•		Interview
24.	Good analytical and problem-solving skills with evidence of the ability to analyse complex data and provide reports to senior management	•		Interview
25.	Ability to work collaboratively with a range and level of people	•		Interview
26.	Polite, pleasant personality with good interpersonal skills	•		Interview
27.	Ability to work unsupervised and handle emergencies in a quiet, competent manner	•		Interview
28.	Willing to learn new skills when required	•		Interview
29.	Strong organisational skills with the ability to motivate and inspire high performance of self and others	•		Interview
30.	Demonstrate organisational and planning skills which have led to consistent successful outcomes	•		Interview
31.	Promote the College's equal opportunities policy and practices	•		Interview
32.	Ensure the safeguarding of students	•		Interview

## Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in December 2025 and may be amended in light of changing circumstances following discussion with the post holder.

## 12. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
-----------------------------	--	-------------	--