

Loughborough College Group

Job Description

1. Job Details

Job Title:	Curriculum Head – Foundation Learning and Specialist provision
Department:	Sport, Public Services, Electrical, Foundation Learning
Reporting To:	Assistant Principal
Competency Level:	Leadership 1
Hay Grade:	G5/6
Salary:	£44,912 - £48,655 Per Annum
Date of Job Evaluation:	January 2026
Date:	August 2026

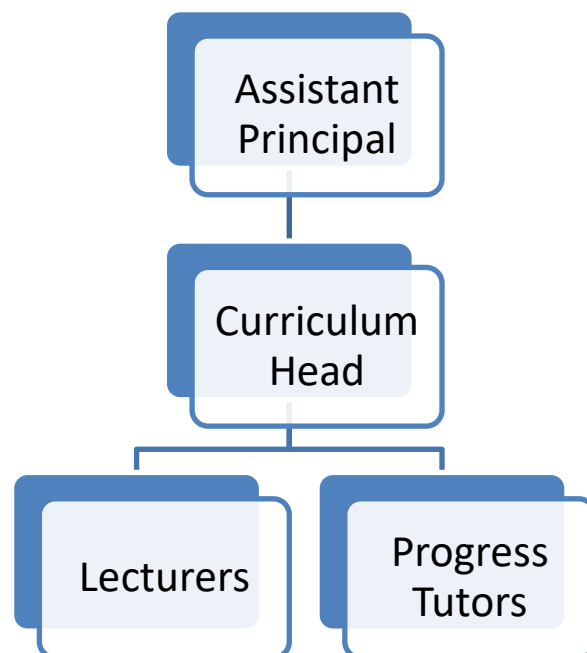
2. Job Purpose

To provide effective management of the curriculum area, ensuring excellence, innovation and sustainability in teaching, learning and assessment, ensuring excellent student success.

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 provide inspirational leadership for the curriculum area to ensure excellence, innovation and sustainability in teaching, learning and assessment.
- To optimise learner success on all programmes within the curriculum area providing excellent enrichment opportunities and leading to strong and sustained progression into employment or further and higher education.
- To support the Director of Campus in implementing improvement strategies in relation to teaching, learning and assessment, curriculum quality and performance.
- To contribute to the development and delivery of a robust strategic curriculum and resourcing plan, ensuring that the Group's curriculum offer meets the needs of local and national economic priorities.
- To develop and maintain effective relationships with external clients and stakeholders, ensuring that the Group's reputation is enhanced and maintained.
- To identify and realise opportunities to maximise income and diversify provision.

- To ensure timely and robust Self-Assessment in accordance with Group guidelines and Ofsted and OfS frameworks, ensuring that agreed actions are taken and effectively monitored.
- To ensure clear, stretching and measurable targets are in place and that performance is effectively managed to ensure that learners receive the best possible learning experience, within a culture of continuous improvement and innovation.
- To ensure that curriculum area performance is regularly reported to the DOC using robust information and data and that timely and appropriate action is taken to raise standards and improve outcomes for learners.
- To effectively manage the delegated financial, physical and other resources, in accordance within agreed Group policies and regulations.
- To ensure that change and transformation in service delivery is effectively managed in an open and professional manner.
- To act as an 'engaging manager', ensuring that curriculum area colleagues have high levels of satisfaction, motivation, loyalty and commitment, leading to higher levels of organisational performance.
- To ensure that all curriculum area colleagues undertake appropriate professional development and that talent is effectively identified, managed, nurtured and developed within the College's overall resourcing strategy and plans.
- To lead by example and ensure behaviours demonstrably reflect our mission and shared values.
- To promote health, safety and welfare throughout the Group and ensure that all activities undertaken are conducted in accordance with the Group's Health and Safety Policy and procedures.
- To ensure that decisions are taken in accordance with the Group's overall Risk Management policy, keeping the Head of Provision updated on key risk management issues.
- To act as Duty Head as required.
- Undertake training and act as a First Aider for the organisation as required.

Core Responsibilities

- To promote the College groups 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 group 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
Provide strategic and inspirational leadership.	Teaching, learning and assessment are consistently excellent, innovative and sustainable.
Drive learner achievement and progression.	Learners experience high-quality enrichment and achieve strong, sustained progression into employment or further/higher education.
Implement and monitor quality improvement strategies.	Standards rise, outcomes improve, and provision meets internal and external regulatory expectations.
Lead and develop staff.	Motivation, engagement, professional development and talent pipelines are strengthened, improving organisational performance.

8. Key Working Relationships and Communications

Internal: Head, assistant principals, curriculum heads, programme area leaders, curriculum staff, administration staff, support services staff.

External: Third party organisations, agencies, 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
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.	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.
Ensuring Financial Sustainability	Self-Awareness
Justifies expenditure; gets best value for money; contributes to budgeting process. Demonstrates commercial awareness in own work; uses basic business metrics to ensure this.	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.
Delivering Excellent Quality	
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.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a degree or equivalent level professional qualification in relevant subject area	•		Application/ Certificates
2.	Possess a full teaching qualification, e.g. PGCE, Cert. Ed, DTLS	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
4.	To hold or be willing to work towards L5 Management qualification		•	Certificates
EXPERIENCE				
5.	Successful experience within management roles (within Further Education) including SEN and line management of staff	•		Application
6.	Substantial teaching experience in SEN provision 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 industry experience within UPS sector	•		
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	•		Interview

	strategic objectives, including equal opportunities and safeguarding			
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. This is expected of you in the post mentioned above and all other posts with the college group.
3. This job description and person specification was prepared in August 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
-----------------------------	--	-------------	--