**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Curriculum Information Officer | Curriculum Planning – Learner Data Management |
| **SALARY** | **BENEFITS** |
| £18,852 - £19,336 per annum relating to qualifications and experience | Local Government Pension Scheme26 days holiday rising to 31 days following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Curriculum Planning Supervisor | None |
| **KEY TASKS AND RESPONSIBILITIES** |
| The information below is intended to provide an outline of the workload of the job and its role. The job description outlines the main duties in general terms only and is not intended to be prescriptive. The post holder will be expected to work in a flexible proactive manner to carry out such duties as are necessary and to communicate effectively with work colleagues.The post holder will be responsible for the construction of the Unit-e curriculum from FE curriculum plans, HE course structures and individual course information. |

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| **DUTIES** |
| Construct all courses on the Unit-e system, linking to the College Calendar, and information from approved FE curriculum plans, HE course structures and the short course set-up requests. Ensure that the dates, qualification codes, course titles, guided learning hours, sites and locations are accurately input.Liaise with the Heads of Areas and the Assistant Principal Further Education to ensure that the correct delivery dates are recorded in respect of approved part-time courses.Accurately input the course title and group information which forms the basis for the input of data and construction of timetables, complying with pre-determined FE curriculum plans and HE course structures, creating the basis for accurate timetable assembly.Work with the Learner Data, Timetabling, Analytical, and Exams teams to ensure the curriculum reflects and supports actual taught classes, and provides the information they need to work effectively.Assist with the production of HE validation and FE approval documentation. Help to maintain HE documentation required to meet Consumer Marketing Authority requirements. Documents produced to set deadlines and to quality standards set by the College and the University.Assist with the management of information within the 4CAST Curriculum Planning and Costing system and utilise this data in the implementation of curriculum set-up on Unit‑e.Provide occasional cover for the Attendance co-ordinator when necessary, by liaising with other members of staff to ensure that absence reporting and minor timetable change requests are actioned.Assist and advise other College areas in relation to the construction of courses on the UNIT-e system, on a case-by-case basis as required. |
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| **DUTIES** |
|  You will be a role model and promote the College values: * **Learning** - Our delivery will be high quality and innovative with students at the heart of decision making.
* **People** - We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork.
* **Sustainability** - We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study.   FREDIE - We will advance
* **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.

Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Presentable and professional appearance (I)Ability to work as part of a team (A/I)Ability to work to quality standards (A/I)Good command of the English language (A/I) |  |
| ***Attainments*** |
| A Level 3 qualification or 2 ‘A’ levels or relevant experience in this field (A)Computer Literate (A)GCSE English and Maths at Grade C/4 or above (or an equivalent standard) (A/I)  | Knowledge of using Microsoft WordKnowledge of using ExcelKnowledge of using databases |
| ***General Intelligence*** |
| Common sense (I)Logical thinker and good problem solving skills. Methodical working practices (I)Capable of working with minimal supervision (I) | Good general education |
| ***Special Aptitudes*** |
| Good interpersonal/communication skills with all levels of staff (A/I)Ability to undertake multiple tasks working to deadlines (A/I) | Knowledge of Education and Skills Funding Agency funding methodologyUnit-e Computer Package |
| ***Interests*** |
| Sociable (I) | Empathy with Further and Higher Education |
| ***Disposition*** |
| Good interpersonal skills (I)Good communication skills (I)Friendly and approachable (I)Person centred approach (I) |  |
| ***General*** |
| An understanding of “safeguarding” and its importance within the College \* (A/I)An understanding of health and safety requirements of a working environment (A/I)An understanding of equal opportunities issues within an educational context (A/I) |  |
| ***Circumstances*** |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below). (A/I)Ability and willingness to work flexibly (I)Possess a current driving licence or willing to travel as required by other means (A/I)  |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Curriculum Information Officer | Curriculum Planning – Learner Data Management |
| **SALARY** | HOURS OF WORK |
| £18,852 - £19,336 per annum, relating to qualifications and experience | 37 hours per week |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 26 days holiday rising to 31 days following 5 years’ service to include up to 5 days to be taken between Christmas and New Year at the direction of the Principal, plus Bank Holidays. | Local Government Pension SchemeUp to £15,000 pa 5.5% Employee£15,001 to £23,600 pa 5.5% Employee£23,601 to £38,300 pa 6.5% Employee£38,301 to £48,500 pa 6.8% Employee£48,501 to £67,900 pa 8.5% Employee£67,901 to £96,200 pa 9.9% Employee£96,201 to £113,400 pa 10.5% Employee£113,401 to £170,100 pa 11.4% Employee£170,101 or more pa 12.5% Employee17.4% EmployerYou will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £40.00 for an enhanced level check). |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money
* One DBS certificate may be all you will ever need
* Take your DBS certificate from role to role within the same workforce
* You are in control of your DBS certificate
* Get ahead of the rest and apply for jobs DBS pre checked
 | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 14 days of the certificate being issued.**To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)**Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down.  |
| WHAT YOU GET |
| When you join, you’ll get an online account that lets you:* Take your certificate from one job to the next
* Give employers permission to check your certificate online, and see who has checked it
* Add or remove a certificate
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