YEOVIL COLLEGE - JOB DESCRIPTION

Job Title: Curriculum Leader – Engineering

Responsible to: Head of Faculty – Engineering Industries

Hours: 37 hours per year, all Year Round

Salary: YCL 5.1 - YCL 5.5 plus £39,917 - £45,539 dependent on experience and qualification plus £3k - £5k uplift to recognise the additional responsibilities of the Curriculum Leader

Date of Issue: November 2026

1. Job Purpose:

To provide operational leadership within the Engineering faculty, ensuring a high-quality, engaging and compliant student experience.

The Curriculum Leader leads on the delivery of student experience and quality processes, taking accountability for learner outcomes, curriculum delivery and compliance at programme level.

The role contributes to growth by implementing provision effectively and providing insight, intelligence and data to support Faculty decision-making.

The Curriculum Leader will primarily teach or assess within the Engineering curriculum they lead, and they will receive appropriate remission between 0.2 and 0.6, depending on the complexity, volume and development requirements.

2. Key Roles & Accountabilities

Student Experience

Lead the delivery of a high-quality and consistent student experience within the curriculum area.

- Lead the planning and delivery of curriculum programmes, ensuring they are engaging, well-structured and aligned to Faculty expectations.
- Ensure high standards in teaching, learning and assessment, supporting staff to deliver effective and innovative practice.
- Deliver a strong and coordinated tutorial, enrichment and pastoral experience, ensuring learners are supported to succeed.
- Monitor and improve attendance, retention, achievement and progression, intervening where necessary.
- Ensure consistency of learner experience across all courses within the area.

Compliance

Take ownership of quality and compliance at the operational level within the curriculum area.

- Ensure provision meets all awarding body and regulatory requirements, maintaining compliance across all programmes.
- Lead on accurate learner data, assessment practice and internal verification processes.
- Implement and monitor quality improvement processes, including SAR and QIP actions.
- Support inspection readiness and external audit activity.
- Monitor key performance indicators and take action to secure improvement.

Growth

Support the Faculty in delivering growth through strong operational performance and informed contribution.

- Implement new curriculum provision and support the development of programmes aligned to growth priorities.
- Provide data, insight and intelligence to inform curriculum planning and Faculty strategy.
- Support recruitment activity, employer engagement and learner progression pathways.
- Ensure programmes perform strongly in recruitment, retention and achievement.
- Contribute to the continuous improvement and development of the curriculum offer.

Leadership

Lead and coordinate staff within the curriculum, setting clear expectations, supporting performance and professional development, and ensuring effective deployment of resources to achieve high-quality learner outcomes.

- Provide line management of staff within the department in conjunction with the Head of Faculty.
- Line management of staff within the Engineering Department.

3. Other Duties

The Post Holder may be required to perform duties other than those given in the Job Description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post will be eligible for re-evaluation.

- To participate in the College CPD system and take responsibility for own personal development.
- To ensure that all procedures relating to Safeguarding, Equality and Diversity and Health and safety are well understood by staff and that all staff are appropriately trained.
- To be part of the College Duty Manager Rota.
- To chair, attend and participate in cross-college meetings as appropriate and as requested.

4. Health and Safety

The post holder will agree, as part of the contract of employment, to comply with their duties under the Health and Safety at Work Act 1974, and any Health and Safety Regulations issued under the Act, and to cooperate with the College to enable it to carry out its health and safety duties under the Act. Failure to comply with health and safety duties, regulations, work rules and procedures regarding health and safety, may lead to disciplinary action.

5. Equality and Diversity

The College is committed to a policy of equal opportunities, and all staff are encouraged to play their part in implementing the following College statement:

Yeovil College is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, ethnic or national origins, sex or marital status, disability, age, responsibility for dependants, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. The College is committed to preventing discrimination against lesbians and gay men. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected, promoted, and treated on the basis of their relevant merits and abilities. All employees will be given equal opportunity and, where appropriate, special training, to progress within the organisation. The College is committed to a programme of action to make this policy fully effective and actively advances Equality of Opportunity.

6. Safeguarding

Yeovil College is committed to prioritising and promoting safeguarding and protecting all children, young people, and vulnerable adults from harm whatever, their age, gender, ethnicity, disability, language, faith and or sexual orientation. The term ‘safeguarding children and young people’ embraces both child protection and a preventative approach to keeping young people safe. ‘Safeguarding’ therefore encompasses learner health and safety, bullying, meeting the medical needs of those with medical conditions, providing first aid, security, support / safeguarding from drugs and substance abuse etc. This policy is applicable to all learners, staff, volunteers and visitors to Yeovil College as well as children who are in the care of learners whilst on placements and/or employees of Yeovil College and safeguarding is everyone's responsibility.

YEOVIL COLLEGE CORPORATION
PERSON SPECIFICATION - Curriculum Leader – Engineering

	Essential	Desirable

Previous Experience	• Up-to-date knowledge of developments across academic, technical and, where relevant, apprenticeship provision • Relevant experience within one or more curriculum disciplines within the faculty. • Relevant experience in at least one aspect of the career pathways • Ability to develop an understanding of the use of data to monitor and improve performance.	• Ability to demonstrate successful leadership of diverse curriculum teams. • Evidence of effective budgeting and the management of staff performance. • Experience with apprenticeship standards. • Line management experience.
Qualifications	• Degree or equivalent qualification in Engineering or relevant industry experience. • Level 2 English and Maths qualifications (or equivalent) or the commitment to gaining within 24 months of commencing employment.	• An assessor's qualification or willingness to work towards.
Special Skills/Aptitudes	• Desire to put the learner first and continuously improve the learner experience. • Resilience. • Ability to work under pressure. • Ability to work, influence and motivate at all levels of the organisation. • Strong analytical and data handling skills. • High level of presentation and communication skills. • A keen interest in the development of teaching and learning pedagogy. • Ability to demonstrate conceptual thinking but with pragmatic solutions to complex issues.	
Personal Attributes	• Good interpersonal skills shown through your ability to communicate clearly with students, staff, and others. • Strong leadership and persuasive skills. • A style which is firm, honest, supportive, and motivational. • Ability to form successful and productive working relationships.	

General	• Empathy with educational values. • Ability to work some evenings, e.g., evening classes, open days, and weekends by arrangement.	
Ability to demonstrate the College values	• Aspirational – High ambition, expectation, and effort. • Collaborative – In it together. • Exceptional –Innovative and enterprising. • Team YC – Doing amazing things.	

Where aspects of the person specification are shown as 'desirable' it is understood that the knowledge, skills or experience required could be achieved through relevant training which the College is committed to provide. In decisions on selection, however, preference will be given to those candidates who can already demonstrate competence in areas specified.

In addition to the candidates' ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children and vulnerable adults. The candidates will also be tested with regards their openness to diversity.

Employment Checks

The appointment is subject to Yeovil College obtaining medical, Disclosure and Barring Services clearances, evidence to show you are legally entitled to work in the UK (under the Immigration, Asylum and Nationality Act 2006) and employment references satisfactory to us and evidence of relevant qualifications to the post.

Please note that if the above clearances and references are not consistent with the information provided by you then your offer of employment may be withdrawn.

Please be aware that this post requires an Enhanced DBS check based on the specific duties of the position.

The Police Act 1997 provides a statutory basis for certain criminal record checks to be used by establishments, to safeguard children and vulnerable adults to provide information on anyone seeking to engage in activities with children and young people which are exceptions to the Rehabilitation of Offenders Act 1974. Working at the College could involve substantial access to young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act 1974. **You must therefore disclose any cautions, convictions or pending prosecutions you may have, even if they would otherwise be regarded as 'spent' under this Act.**

A conviction will not necessarily be a bar to employment at Yeovil College. Ask a member of HR for our 'statement on the recruitment of ex offenders'.

In performing our registered body duties, the College follows the Disclosure and Barring Service code of practice, and our Disclosure & Barring Service Handling Policy. Both these documents are available upon request from the HR team. The DBS Code of Practice can also be found here: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf