



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	A195
Job Title	Curriculum and Learning Coordinator
Salary	£28,935.23 - £30,311.86 per annum
Contract Type	Permanent, 37 hours per week, 52 weeks per year
Campus	Gloucester
Department	Teaching and Learning
Reporting To	Head of Teaching and Learning
Holiday	27 days' annual leave, increasing to 32 days after 5 years', plus an additional 3 days during Christmas closure
Pension	People Pension – Matched at either 4% or 5%

About the Role – Meet the Team

Gloucestershire College is recruiting a Teaching and Learning to join the Teaching and Learning team based at Gloucestershire College.

The curriculum and learning coordinator will add additional support predominantly, but not exclusively to those working in technology to offer support on all college systems. Communicating departmental priorities and progress against objectives within the school of technology.

Supporting in ensuring new staff are familiar in working with relevant cross college teams. and points of referral.

Supporting staff access the correct the equipment and resources they need to commence. their role and ensure they are confident to join their teams and to ask for help if require.

About the Role – Duties and Responsibilities

- Review and analyse data and reports associated with teaching and learning to identify gaps so that the team have timely information to support early interventions for learners.
- Work as a team on curriculum specific tasks supporting all schools throughout the academic year and communicating effectively with Heads of School, lecturers, learners, parents, clients, employers and other customers in an effective and customer-focused manner.
- Regularly review and monitor key data, identifying areas of poor performance and work with the curriculum teams to investigate, recommending appropriate solutions where necessary.
- Support the curriculum teams by ensuring data such as attendance and progress measure data are effectively provided and areas for development are identified and resulting actions monitored for effectiveness.



- Support staff to transpose verbal feedback and targets on to the relevant college systems.
- Gather feedback and information about the learners and share with relevant stakeholders (parents, employers, cross college staff)
- Support with the communication to students, parents, cross-college staff and employers.
- Support the teams to complete exam entries.
- Develop a good understanding of the tracking systems used to underpin teaching and learning and identify where information is incomplete or inaccurate update where necessary and/or support staff to develop their use of the systems. Build and maintain knowledge of the relevant College systems, which support teaching and learning.
- To be the main point of contact for day-to-day administrative support to curriculum staff and learners, enabling effective teaching, learning, and assessment
- Provide outstanding customer service dealing with general enquiries and supporting other cross-college services such as Exams, Timetables, Information Services, Finance, Student Services, Estates, HR etc.
- Provide general admin support for an area with a range of provision, such as recording actions from team meetings.

About You

Our Shortlisting Criteria

Essential	– Proven recent experience in an administrative role within a client-driven organisation. – Experienced and skilled in the use of Microsoft Office – particularly Excel, Word, and Teams – Minimum GCSE grade C or equivalent Level 2 in English (or willingness to complete).
Desirable	– Experience and knowledge of FE systems and procedures. – Experience of data management and analysis – Experience of working directly with curriculum teams, having an understanding of teaching, learning and assessment priorities, and experience of developing supportive processes and procedures. – Proven experience in supporting FE staff and learners. – An understanding of college tracking systems (such as Promonitor, Ecordia, Smart Assessor)



The Perfect Person for us will demonstrate

Abilities	– Able to make decisions under pressure in emergency situations. – Excellent communication skills - ability to communicate with a diverse range of people. – Excellent telephone manner – Capable of working with minimum supervision. – Able to work to high standards and stay calm under pressure. – Willing and able to deal with difficult customers. – Able to organise time. – effectively with a varied workload. – Ability to work accurately (attention to_etail)
Job Circumstances	– Able to travel between college sites (if required) – Undertake any training required for the role. – Hold an Enhanced DBS check or be willing to undertake a check. – This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

About the College – Our Expectations

- Take an active part in the Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way.
- Participate in enrolment.
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post.



Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.