

# Job Information Pack

## Independent Living Skills (ILS) Curriculum Manager



Thank you for your interest in working at  
Bridgend College.

We hope the information in this pack is  
both informative and inspirational to you.

Should you have any queries we would be  
happy to help. Please contact us at:

[jobs@bridgend.ac.uk](mailto:jobs@bridgend.ac.uk)

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# Our values

*Be all that you can be.*

We believe that every person has a chance to be the best they can be for themselves and the best they can be for others.

Bridgend College offers you the opportunity to truly achieve excellence.



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# Diversity, Inclusion & Safeguarding

## Equality, Diversity & Inclusion

We are committed to improving representation from all sections of the community and promoting equality of opportunity. We welcome applicants from all backgrounds and communities and in particular, those that are currently under-represented in our workforce, including but not limited to, Black, Asian and ethnic minority candidates, candidates with disabilities, female candidates in STEM, and Welsh speakers. We also seek to support the employment of armed forces.

## We Are Disability Confident

We are recognised as a [Disability Confident Leader](#).

We provide a fully inclusive and accessible recruitment process to help us recruit and retain those with disabilities and health conditions to fulfill their potential and realise their aspirations.

We guarantee to interview anyone with a disability if their application meets the essential criteria for the post.

## Safer Recruitment

The safe recruitment of staff is the first step to safeguarding and promoting the welfare of children in education. Bridgend College is committed to safeguarding and promoting the welfare of all students.

Our HR team and Recruiting Managers have undertaken [NSPCC safer recruitment](#) training and we follow safer recruitment processes and procedures.

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# Organisational Overview

## Business Support

Learning Support, Cyfleoedd, Student Services and Wellbeing, Learner Journey, IT, Finance, MIS & Registry, HR, Health, Safety & Sustainability, Marketing, Estates, Catering, Administration

## Engage

Commercial Training, Community College, Part Time Courses



## Day Nursery & Playscheme

Local Nursery for childcare in Bridgend. Open 7am – 6pm Monday to Friday for children aged 6 weeks to 5 years.



## Curriculum

Land Based, Care and Childhood Studies, Science and Engineering, Construction, Creative Arts, Sport, Public Services, Education, Services to People, IT, Skills, ILS

## Work Based Learning

Apprenticeships, NVQs in the workplace, ESF Projects

## Weston House

A Registered Care Home for Younger Adults regulated by the Care Inspectorate Wales (CIW)



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# Independent Living Skills (ILS) Curriculum Manager

Management scale point 5: £ 48,229 per annum  
Full Time and Permanent

**Bridgend College recognises its responsibility to ensure the safety and wellbeing of all students. We apply a rigorous process of checking the suitability of staff and volunteers to work with children and vulnerable adults.**

**This post is subject to a satisfactory Enhanced DBS disclosure for child and adult workforce and registration as a FE Teacher with the Education Workforce Council.**

As a term of your employment you may be required to undertake such other duties on college sites or elsewhere as may reasonably be required of you commensurate with your grade/level in the college. This is a description of the job as it is at present constituted. It is the practice of the College periodically to examine employees' job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

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# Job description for Independent Living Skills (ILS) Curriculum Manager

## Job Purpose

Provide person-centred, innovative and inspirational leadership and management to the independent living skills curriculum area. Continuing our journey towards extraordinary, you will lead a team of experienced lecturers, with a focus on learner outcomes through personalised learning pathways (both accredited and non-accredited). You will lead on the development and delivery of curriculum innovation and developments, continuing to build upon the department's success in delivering supported internship programmes and supported employment opportunities.

There is a small weekly teaching commitment attached to this role to provide cover as needed. You will be required to work across campuses. This role reports to the Head of Inclusion.

## The successful candidate will ensure curriculum teams:

- Have clarity on what they are expected to deliver and are empowered to deliver great outcomes
- Perform effectively and continuously develop themselves and the services they provide for learners
- Engage with and embed performance and quality systems and processes, whilst ensuring effective monitoring and reporting takes place
- Comply with appropriate policies and procedures and adhere to legal, statutory and regulatory requirements
- Demonstrate commitment to the College ethos of equality of opportunity and respect for diversity

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# Job description for Independent Living Skills (ILS) Curriculum Manager

## Main Duties

### Functional Leadership

- Continuously enhance and improve the experience of learners within the curriculum area, playing an active role in upholding the Citizenship Code and the learner journey (including learner voice)
- Ensure there is a continual focus on raising standards
- Promote and enable engagement with wrap around services which learners need to meet their full potential
- Line manage staff and undertake professional development reviews
- Act as a mentor to new and (selected) existing staff
- Plan and implement recruitment activity such as open days and transition from schools
- Engage with and actively promote college-wide teaching and learning initiatives including teaching observations, teaching excellence and teaching triangles
- Participate in the recruitment and selection of staff, ensuring principles of fairness and quality of opportunity underpin all processes and decision-making
- Ensure that statutory deadlines are managed met in relation to ALNET
- Work with the ALNCo to ensure that IDPs are routinely reviewed and that staff are aware of individual learner outcomes and support needs
- Chair as required annual reviews for learners with individual development plans (IDPs)
- Ensure that planning for learning, learning and progression is robustly monitored and reviewed, ensuring that learner needs are met
- Work with Student Services to ensure excellent transition of learners onto ILS programmes
- Engage with parents / carers to ensure that provision maps are clear and wider support is signposted in a timely way
- Work with external partners and third sector organisations to ensure that opportunities are developed for learning, skills development and transition beyond college
- Attend external meetings as required (e.g. Project Search steering group meetings, Colegau Cymru network meetings, Careers Wales)

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# Job description for Independent Living Skills (ILS) Curriculum Manager

## Ensure teams within your remit...

- Have the right resources and environment to be the very best version of themselves
- Have clarity on what they are accountable for delivering and are empowered to deliver great outcomes
- Are of the highest possible calibre, perform effectively and continuously develop themselves and the services they provide for the greater good of the College and the customers they serve
- Utilise and engage with performance systems, financial and quality management processes, whilst ensuring effective monitoring and reporting takes place
- Demonstrate commitment to the College ethos of equality of opportunity and respect for diversity
- Comply with appropriate policies and procedures and adhere to legal, statutory and regulatory requirements

## Quality Enhancement

- Review and analyse data to monitor and improve learner experience (retention, attendance, progress, completion & destinations, learner survey outcomes)
- Ensure the standard of teaching and learning in classrooms is maintained and effective pedagogical approaches/initiatives are embedded
- Ensure that IQA/EQA procedures and processes are implemented appropriately and any required actions for improvement are undertaken
- Lead curriculum development and planning, ensuring that it is aligned to the four ILS pillars
- Quality check learner work and ensure the Learning Programme Promise is being adhered to
- Monitor the quality of induction processes/tutorials and associated documentation
- Disseminate best practice and shape the learning and development needs of the team
- Undertake a range of cross-college projects associated with curriculum and quality
- Ensure that the self-assessment and quality improvement plan for the department is organic, adds value and is owned by the team

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# Person Specification for Independent Living Skills (ILS) Curriculum Manager

## Essential criteria

- Educated to a minimum of degree level or equivalent in SEN / ALN or similar qualification
- Teaching qualification and experience of teaching young people with additional learning needs and disabilities
- Understanding of the Additional Learning Needs and Education Tribunal (Wales) Act (ALNET) and the ALN Code for Wales and the requirements for post-16 providers
- Experience of managing annual review / multi-agency review processes
- Understanding of non-accredited learning provision (e.g. RARPA) and associated quality assurance processes
- Understanding of pre-entry and entry level curriculum at post-16
- Knowledge of the Estyn Common Inspection Framework
- Planning and developing provision
- Strong leadership skills and previous experience in successfully leading teams
- Resource management (including budgets and project income)
- Experience of managing performance and developing people
- A strong understanding of data and insights to inform decision-making and enhance development
- Excellent oral and written communication

- Evaluative report writing skills
- Excellent IT skills, preferably within a Google Workspace environment
- Action orientation (demonstrates a readiness to make decisions, take initiative and originate action)
- Personal motivation (drive, energy and enthusiasm)
- Commitment to college values and diversity and inclusion

## Desirable criteria

- Welsh language skills
- Understanding of the ILS curriculum in Wales (four pillars)
- Experience of Positive Behaviour Management (PBM)
- Qualification in autism or other specific learning difference
- Leadership / Management qualification
- Analysing provision and identifying new opportunities

## Other relevant criteria

- Commitment to professional development
- Flexible to work across campuses
- Empathy and understanding of environmental and sustainable issues

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# Why work with us? Here are some of our staff benefits...

## Generous annual leave entitlement:

- Business Support (28 days)
- Lecturers (46 days)
- Management (37 days)
- Casual hourly paid staff (holiday payment)
- \* Please note this will be pro rata for part time

## Extensive CPD opportunities

- CPD days and events throughout the academic year
- Access to numerous courses via Skillgate
- Teaching support for Lecturers including Teaching & Learning Coaches

## Work at an Award Winning College -

- TES College of the Year 2019 and #24 in the Times Top 100 Organisations to Work For (2020)
- Google Reference College
- Many other prestigious awards!

## Excellent on site facilities

- Free on site parking
- Refectory facilities serving hot and cold food on all campuses & Coffee Shop with Barista style coffee and snacks; Newsagents shop
- InTuition Hair and Beauty Salon on Bridgend Campus
- Seasons' Restaurant on Bridgend Campus
- Livery and kennels on Pencoed Campus
- State of the art STEAM Academy opening September 2021 on Pencoed Campus

## Enrolment into generous pension schemes

- Local Government Pension Scheme (LGPS) for Business Support
- Teachers' Pension for Lecturers

## Access to student discounts

- Use your college email address to access student discounts via NUS, UniDays, Student Beans etc.

## Flexible Working

- Flexible working can be considered if the hours of the post aren't suitable
- We have the potential to look at part time, condensed hours, Term Time Only contracts, job shares, hybrid working and agile working

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# Why work with us? Health & Wellbeing Support...

## Mental Health Support

- We are proud to hold a [Mind Gold Award](#)
- We can organise confidential counselling sessions (face to face or telephone) with Horizons Counselling.
- We can help you to complete Wellness Action Plans to support and promote your mental health and wellbeing at work
- We signed the [Time To Talk pledge](#) - we want everyone who works here to feel they can be open about their mental health, and ask for support if they need it.

## Occupational Health

- We can organise occupational health referrals to identify support and reasonable adjustments that can be put in place to support you in your role

## Employee Assistance Programme

- 24/7 confidential access to Employee Assistance Programme Care First
- Advice on a wide range of topics and access to resources
- 24 hour telephone counselling service

Care first

## Additional support

- Free eye tests for Display Screen Equipment (DSE) users
- In Work Support - fast track physiotherapy & counselling hotline
- Fitness suite, strength and conditioning gym
- Subsidised Leisure membership

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