



# Job Description:

## Curriculum Intervention Manager



## Curriculum Intervention Manager REF: CM007-803

### This role will:

To lead on the design, implementation, and evaluation of curriculum interventions that improve student progress, retention, and achievement across the college. The postholder will work closely with curriculum teams, support services, and senior leaders to identify areas of underperformance and implement evidence-based strategies to address them.

### Responsible to:

The postholder is responsible to the Assistant Principal – Curriculum, Quality, Teaching and Learning

### Key Accountabilities and Responsibilities:

- Analyse performance data to identify curriculum areas requiring intervention.
- Design and coordinate targeted support strategies for students at risk of underachievement.
- Collaborate with Heads of Division and teaching staff to embed intervention strategies into curriculum planning.
- Monitor and evaluate the impact of interventions, reporting outcomes to senior leadership.
- Lead on cross-college initiatives to improve attendance, retention, and achievement.
- Support the development of staff through training and coaching on effective intervention practices.
- Ensure compliance with college policies and external quality standards (e.g., Ofsted, awarding bodies).
- Contribute to the development of quality improvement plans and curriculum reviews.
- Promote inclusive practices and ensure interventions support diverse learner needs.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.

### The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Degree or equivalent in a relevant subject	E	A
Teaching qualification (PGCE, Cert Ed, or equivalent)	E	A
Postgraduate qualification in education, leadership, or curriculum development.	D	A

Experience		
Proven experience in curriculum planning and delivery within FE	E	A/I
Experience of leading or coordinating interventions to improve learner outcomes	E	A/I
Experience of working with SEND learners or implementing inclusive interventions	E	A/I
Experience of coaching or mentoring staff	E	A/I

Knowledge, Skills and Attributes		
Strong understanding of FE curriculum frameworks, quality assurance, and data analysis	E	A/I
Familiarity with Ofsted EIF and its implications for curriculum design.	E	A/I
Excellent communication and interpersonal skills	E	A/I
Ability to analyse data and translate findings into actionable strategies	E	AS
Strong organisational and project management skills.	E	A/I
Proactive and solution-focused	E	A/I
Collaborative and able to influence others	E	A/I
Commitment to continuous improvement and student success	E	A/I
Awareness of current educational research and best practices in intervention strategies	D	A/I
Ability to work in a way that promotes the safety and wellbeing of children & young people	E	I
To work in accordance with and promote the Southport Education Group's Staff Charter, "Our Values"	E	I
Positive, flexible and adaptable approach	E	I
Willingness to commit to adhering to Southport Education Group policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety, GDPR etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

#### Salary:

£44,619.00 to £46,773.00 per annum

## Summary of Terms and Conditions of Employment:

The post is offered under the Southport Education Group Managers' contract, which stipulates a minimum working week of 35 hours.

Please note, all College Managers are expected to act as Evening Duty Principal as required. The postholder will be required to work occasional evenings and weekends therefore must be flexible.

The post will have a teaching commitment which will be reviewed annually.

The postholder will be entitled to receive normal remuneration for all Bank and Public Holidays usually observed in England and Wales and to a further 41 days holiday in each holiday year (1 September – 31 August). The College may also close for a number of days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

The post holder will be eligible to contribute automatically to the Teachers' Pension Scheme. Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College, the post holder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The post holder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS), will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Personnel Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

The College is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk).

## Timetable for Appointment:

**Deadline for receipt of applications: Friday 24<sup>th</sup> October 2025 (10:00am)**

**Interviews will be held: Tuesday 4<sup>th</sup> November 2025**

## Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted.



Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

