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| **Job Title:** | Curriculum for Life Coordinator | **Date:** | March 2020 |
| **Reporting Line:** | Principal Skills Manager | **Salary:** | £26,99 – 30,507 (Grade 6) |
| **Team:** | Work and Skills GMCA | **Business Area:** | Policy and Strategy GMCA & Greater Manchester and Eastern Cheshire Strategic Clinical Networks  |

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| JOB PURPOSE |
| This new post has been created as part of an exciting new partnership between **The Greater Manchester and Eastern Cheshire Strategic Clinical Networks (SCN), the Greater Manchester Combined Authority (GMCA) Work and Skills team and the Alliance for Learning Teaching school, part of Bright Futures Educational Trust**The purpose of the role is to support the delivery of the ambitions for young people stated in the Greater Manchester Strategy. The Curriculum for Life Project Lead will drive partnership working to deliver on a Curriculum for Life Framework that the Mayor of Greater Manchester and the Youth Combined Authority have asked for. This strand of work complements existing programmes for young people and as a role it will not exist in isolation.It will entail working across education, skills and health to support Personal, Health, Social & Economic Education (PHSE), to develop the Curriculum for Life Framework including developing of a toolkit of resources for use in Personal, Health, and Social Education (PHSE) which will be available for schools, parents and youth organisations in Greater Manchester. |

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| **KEY RELATIONSHIPS** |
| * **Strategic Clinical Networks**
* **GMCA Teams (Health, Environment, Work & Skills, Communications and Engagement)**
* **The Alliance for Learning Teaching School, part of Bright Futures Educational Trust**
* Schools and Colleges
* Local Authorities
* Providers of Personal, Health, Sex & Economic (PHSE) education activity
* The Youth Combined Authority
* Voluntary Sector
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| **KEY RESPONSIBILITIES**  |
| * Be an advocate for PSHE Education in Greater Manchester.
* Ensure all work complements the current ongoing work of PSHE Specialist Leaders of Education through the Alliance for Learning Teaching School.
* Create a framework of coordinated PHSE activity in partnership with SCN and GMCA with key stakeholders and partners
* Collate existing resources from the existing Department for Education’s PHSE Framework
* Quality assure resources against the existing DfE Framework.
* Share awareness of the toolkit amongst the GM system.
* Develop local and tailored resources to support teachers in schools and colleges to deliver the new PHSE curriculum that draws upon and builds from existing locality based work.
* Develop a practical approach to deliver on the Mayor’s ambition for a Curriculum for Life which will make available to young people resources and tools to help them be life ready.
* Link with the work of Bridge GM, the development of Our Pass and the Greater Manchester Apprenticeships & Careers Service.
* Develop a strand of work that aligns to the GM Children’s Health and Well-being Framework and reflects a commitment to supporting resilience in children.
* Support leadership and capacity development of PHSE Leads and Careers Leaders to enhance the work in schools, working with Bridge GM.
* Develop a working relationship with the Alliance for Learning Teaching School and keep up to date with developments for primary schools as well as community
* Work with the Youth Combined Authority to ensure the Curriculum for Life and associated resources meets the needs of children and young people in GM and are in line with their expectations.

**NB:** This list of duties and responsibilities is by no means exhaustive, and the post holder may be required to undertake other relevant and appropriate duties as required. |
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| **KNOWLEDGE, SKILLS AND EXPERIENCE** |
| **Knowledge & Experience** * Qualified to degree level
* Experience of building relationships with organisations from a range of sectors
* Ability to understand the needs of / constraints on schools and college and support them effectively to meet their statutory requirements around PHSE
* Experience of working in a team which has multiple priorities and is fast-paced.
* The ability to work to targets and deliver results.
* Experience of working with schools/ education establishments, building and maintaining effective relationships with PHSE leads in local schools and colleges
* Demonstrable interest in policy landscape within which this role sits
* Demonstrable ability of leading and developing projects under a tight timescale, and manage priorities effectively and efficiently
* Excellent communication skills, both verbal and written including high level, effective report writing skills with the ability to produce reports at board level.
* The post holder (s) will have experience of working and engaging with a range of organisations
* Demonstrable ability of leading and developing projects under a tight timescale, and manage priorities effectively and efficiently
* Excellent communication skills, both verbal and written including high level, effective report writing skills with the ability to produce and present reports at board level.

**Skills & Behaviours** * Ability to take an innovative and creative approach to work, including working across organisational boundaries to engage and influence a wide range of external stakeholders.
* Self-starter, able to work on own initiative, plan and deliver under pressure.
* Excellent team working skills.
* Ability to assimilate new information quickly and conduct basic data and performance management. Excellent communication and interpersonal skills, with the ability to persuade a variety of audiences and encourage others to adopt new initiatives and ways of working.
* Ability to form positive relationships quickly and sustain them.
* Have some understanding the Greater Manchester local context of PHSE provision and providers.
* Adaptable and able to work in ambiguity.
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**Corporate Duties**

Avoid any behaviour which discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.

Safeguard at all times confidentiality of information relating to staff and pensioners.

Refrain from smoking in any areas of Service premises.

Behave in a manner that ensures the security of property and resources.

Abide by all relevant Service Policies and Procedures.

**Records Management/ Data Protection -** As an employee of the GMCA, you have a legal responsibility for all records (including employee health, financial, personal and administrative) that you gather or use as part of your work with the Service. The records may be paper, electronic, audio or videotapes. You must consult your manager if you have any doubt as to the correct management of the records with which you work.

**Confidentiality and Information Security -** As a GMCA employee you are required to uphold the confidentiality of all records held by the GMCA, whether employee records or GMCA information. This duty lasts indefinitely and will continue after you leave the GMCA employment. All employees must maintain confidentiality and abide by the Data Protection Act.

**Data Quality -** All staff are personally responsiblefor the quality of data entered by themselves, or on their behalf, on GMCAs computerised systems or manual records (paper records) and must ensure that such data is entered accurately and, in a timely manner, to ensure high standards of data quality in accordance with Departmental protocols.

To ensure data is handled in a secure manner protecting the confidentiality of any personal data held in meeting the requirements of the Data Protection Act.

**Health and Safety -** All employees of GMCA have a statutory duty of care for their own personal safety and that of others who may be affected by their acts or omissions. Employees are required to co-operate with management to enable GMCA to meet its own legal duties and to report any circumstances that may compromise the health, safety and welfare of those affected by the Service’s undertakings.

**Service Policies -** All GMCA employees must observe and adhere to the provisions outlined in these policies.

**Equal Opportunities -** GMCA provides a range of services and employment opportunities for a diverse population. As a GMCA employee you are expected to treat all employees / partners / members of the public and work colleagues with dignity and respect irrespective of their background