



CURRICULUM MANAGER - SPORT APPLICATION PACK



Welcome to Rockley

Thank you for your interest in becoming part of the team at Rockley. We are delighted you are considering us for your next career move, and this really is where your next adventure could start.

OUR VISION: "To change people's lives by sharing our passion for the water and outdoors."

Due to the outstanding success and expansion of our sport programmes, Rockley College is excited to offer an exceptional opportunity for a dynamic and experienced Curriculum Manager of Sport to join our forward-thinking team. We are looking for an individual who is passionate about sports education, has experience in curriculum leadership, and is ready to make a lasting impact.

With a long-established reputation for delivering excellent training and education this is a chance to shape the future of sport education at a college renowned for its dynamism, energy, and commitment to student success. You will lead a thriving department, driving curriculum development and quality delivery across our expanding provision, and play a key role in inspiring the next generation of sport professionals.

Based at Rockley Point campus in Poole, our sixth form courses are thriving with over 100 full time learners, each year, choosing to study with us. We pride ourselves in offering an excellent vocational experience for our learners - one that supports academic achievement and also focusses on key employability skills. With students working all over the world in watersports and the outdoors, or studying at university, we really are proud of what we offer and welcome someone that shares our beliefs and vision for our young people.

Informal visits to Rockley are welcome and if you would like to do so or have any other questions about the post, please do get in touch by telephoning 01202 677272 or emailing team@rockley.org. Full details of how to apply are available on our website.

THE CLOSING DATE FOR APPLICATIONS IS 11TH JUNE

INTERVIEWS WILL TAKE PLACE 17TH JUNE

I hope you find the information in this booklet useful, and I look forward to reading your application.

Yours sincerely

Pip Woods
Managing Director

SOCIAL - CONNECT WITH US



Job description

JOB TITLE: Curriculum Manager - Sport

LOCATION: Poole, Dorset, BH15 4RW

REPORTING TO: Managing Director

START DATE: 21st August 2025 or as soon as possible thereafter (subject to notice period)

SALARY: M2 (£41,909–£47,217) depending on experience

WORKING PATTERN: 35 hours per week - 08:30 to 16:30 Monday to Friday, with flexibility for occasional evening or weekend work to support the curriculum area.

ANNUAL LEAVE: 12 Weeks (Not in term time) holidays align with college closures and academic calendar.

CLOSING DATE: 11th June 2025. **INTERVIEWS TO BE HELD:** 17th June 2025.

ROCKLEY RESERVES THE RIGHT TO HOLD INTERVIEWS SOONER FOR THE RIGHT CANDIDATE

PRE-EMPLOYMENT CHECK: The successful candidate will be subject to an enhanced DBS check and satisfactory references in line with Rockley safeguarding procedures.

BACKGROUND

Rockley Education is seeking to appoint a well-qualified, enthusiastic and motivational leader to join our sixth form team as Curriculum Manager – Sport. This is a key leadership role, responsible for driving the development and delivery of our Level 3 Extended Diploma in Sport and Physical Activity (Outdoors), delivered in partnership with LeAF Studio School / Authentic Education.

THIS POST WOULD BE IDEAL FOR:

- An experienced FE lecturer ready to take their next step into leadership.
- Or a current Head of Department with a strong track record in vocational sport education at Level 3.

At Rockley, our study programmes offer learners a truly vocational experience. We combine academic qualifications with National Governing Body (NGB) instructor awards, work experience, and industry-led training. We're passionate about preparing students for successful futures — whether progressing to university or entering the sport and outdoor industry.

Rockley Education is part of the wider Rockley Group, established in 1976 and nationally recognised as UK's premier provider of watersports training and school and group residential holidays. With education centres across Dorset, we deliver high-quality sixth form programmes that combine academic rigour with hands-on experience. For teachers and curriculum leaders, this offers a unique opportunity to lead in a setting where practical learning and academic ambition go hand in hand.

PURPOSE OF THE ROLE

To lead, manage and develop Rockley's sport education provision, with responsibility for the planning, delivery and quality assurance of the Level 3 Extended Diploma in Sport and Physical Activity. The post-holder will:

- Drive curriculum improvement and innovation.
- Oversee staffing, delivery models and learner outcomes.
- Ensure provision remains responsive to both local needs and national sector developments.

The role blends strategic leadership with operational management and a reduced teaching timetable. While the current delivery follows the Outdoors pathway, outdoor expertise is desirable but not essential — the priority is strong curriculum leadership across the broader vocational sport offer.

Looking ahead, Rockley is committed to evolving its curriculum in line with national developments, including the introduction of new Level 3 Sport qualifications. The Curriculum Manager will play a key role in shaping and leading this future curriculum offer, ensuring our programmes remain high-quality, industry-relevant, and responsive to learner needs.

Key duties & responsibilities

LEADERSHIP & MANAGEMENT

- Provide line management, mentoring, and support to the education team (Programme Leaders, teachers, tutors, instructors and support staff.)
- Plan, deliver, monitor, and evaluate curriculum activity in line with business improvement plans.
- Lead curriculum development to ensure future-proofing of the provision as we evolve from the Outdoor Adventure pathway into broader vocational sport pathways.
- Maintain high standards of teaching and student achievement through consistent quality monitoring.
- Set and monitor staff and student performance targets against key KPIs: attendance, progress, retention, and destinations.
- Ensure efficient deployment of staff and resources.
- Ensure effective induction, CPD, appraisal and performance management of staff.



TEACHING, LEARNING, ASSESSMENT

- Teach consistently high-quality lessons.
- Lead lesson observations, standardisation meetings, learning walks and CPD.
- Promote innovative teaching methods, digital learning, and employer engagement where relevant.
- Ensure assessment and verification processes are valid, rigorous, and timely.
- Work with Programme Leaders to coordinate assignment schedules and assessment mapping.
- Use student data to monitor progress and drive timely intervention.

CURRICULUM PLANNING & COMPLIANCE

- Ensure the curriculum offer meets the requirements of awarding bodies, funding rules and Ofsted.
- Align curriculum content with business needs, the labour market and higher education progression routes.
- Manage timetabling, staff deployment and curriculum documentation.
- Oversee internal verification processes, including standardisation, sampling, and feedback.

STUDENT EXPERIENCE, INCLUSION AND SAFEGUARDING

- Lead and oversee the delivery of an inclusive, high-quality student experience that supports learners to thrive personally, socially, and academically.
- Oversee the planning and coordination of enrichment, tutorials, employer visits, and educational trips, working collaboratively with programme leaders and delivery staff.
- Take an active role in student recruitment, including attendance at open events, enrolment, parent evenings, and transition activities.
- Ensure pastoral support, attendance monitoring, and communication systems are effective and responsive to learner needs.
- Promote a positive, inclusive culture that values diversity, supports wellbeing, and enables all students to succeed.
- Act as the Designated Safeguarding Lead (DSL) for Rockley Education, with responsibility for managing safeguarding referrals and liaising with external agencies including our education partners' SENDCO and safeguarding teams.
- Time will be allocated to ensure the DSL can fulfil responsibilities alongside curriculum leadership duties.

EXTERNAL RELATIONSHIPS

- Build and maintain strong working relationships with our education partners, to ensure seamless delivery, student support, and quality assurance across the programme.
- Represent Rockley Education in all partnership communications, curriculum planning discussions, and joint student-facing activities with our education partners.
- Maintain professional relationships with awarding bodies (e.g. NCFE), employers, feeder schools, and education networks.
- Contribute to Rockley's student recruitment strategy, supporting marketing campaigns, outreach, open days, and community events.
- Ensure students access meaningful employer encounters, progression planning, and high-quality careers education, aligned with the Gatsby Benchmarks.

WHY JOIN ROCKLEY

- Young people who are keen, happy, and motivated to learn.
- Collaborative and supportive team environment of staff who genuinely want the best for our young people.
- Competitive salary and generous holiday entitlement (12 weeks)
- Extensive professional development opportunities.
- Staff social events.
- Free use of all equipment and facilities.
- Substantial discounts for family / children attending any Rockley course, activity or holiday.
- Cycle to work scheme.
- Free onsite parking.
- Access to onsite café and complimentary tea and coffee.

PERSONAL SPECIFICATION

ESSENTIAL	DESIRABLE
<ul style="list-style-type: none"> • Experience of vocational sport education or FE. • Knowledge of vocational qualifications, particularly NCFE or BTEC Level 3. • Experience of managing staff, curriculum planning and quality assurance. • Recognised teaching qualification (e.g. PGCE, CertEd) and a sport-related degree or vocational equivalent. • Proven track record of improving outcomes and leading quality improvement. • Excellent organisational, communication and ICT skills. • Ability to deliver a high standard of teaching, learning and assessment. • Experience of providing tutorial support and pastoral/ guidance to students. • Experience of safeguarding practices. • Excellent interpersonal skills and the ability to work effectively with students, colleagues and parents. • Flexible / can do attitude to work. 	<ul style="list-style-type: none"> • Experience leading curriculum within sport education or FE. • IQA qualification and experience leading internal verification. • Designated Safeguarding Lead trained or willingness to undertake training. • Familiarity with Ofsted. • Management qualification or leadership CPD (e.g. NPQ, Level 5/7). • An interest in outdoor adventure activities such as windsurfing, sailing, paddleboarding, mountain biking, climbing, surfing etc • Sports coaching qualifications. • Driving Licence / Mini Bus / Midas Licence. • Commitment to personal career and professional.

Thank you

We hope this document provides you with all the information you need and you are excited about the prospect of joining the Rockley family. If there is anything that you cannot find in here, or, if you would like to speak to someone personally, then please do not hesitate to contact us - we will be more than happy to help.

EMAIL: team@rockley.org

CALL: 01202 677272

APPLY ONLINE: <https://rockley.org/join-the-team/curriculum-manager---sport>

Rockley is an equal opportunities employer. All staff are committed to safeguarding and promoting the welfare of children and young people. All appointments are subject to child protection screening appropriate to the post, including checks with past employers and enhanced DBS clearance.

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Rockley reserves the right to hold interviews sooner for the right candidate

Pip Woods

Managing Director

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