

JOB DESCRIPTION**ACADEMIC INNOVATION AND QUALITY
(ACADEMIC SERVICES)****Job title:** Curriculum Developer**Grade:** Grade 5**Responsible to:** Portfolio Development Manager**Date:** September 2025

Job purpose: The Curriculum Developer will take responsibility for the co-ordination and delivery of an assigned range of portfolio curriculum development activities. With strong understanding of pedagogic theory and methodologies as well as relationship management skills, the roleholder will significantly contribute in the educational development of new and existing portfolio in support of our strategic growth, transformation and curriculum excellence ambitions.

Main duties and responsibilities

1. Provide clear expertise on all aspects of course development (new and existing), which includes monitoring and advising on quality and standards, including learning outcomes, assessments and impactful, inclusive curriculum design.
2. Work with and advise Course Leaders, Heads of Subject and Academic Deans on application of contemporary creative pedagogies, impactful assessment and feedback practices to help guide course design and delivery.
3. To act as a key contact point for pedagogic knowledge and skills across the University's entire educational provision (on-campus, online and if required, on-demand).
4. Take an active role in supporting academic teams to plan and meet key course development deadlines with an emphasis on pedagogy, quality and standards, which may involve offering assistance, advice and guidance in preparing and reviewing course documentation.
5. Participate and where applicable, significantly contribute to internal review and course approval panels across our provision (on-campus, online and partner approvals).
6. To participate in curriculum-linked initiatives, working groups and committees as required, internal and if appropriate, external to the organisation.
7. Under the guidance of the Portfolio Development Manager, co-develop and monitor comprehensive course action plans, including process improvements, retention action planning, continuous improvement and module evaluation with a focus on improving NSS and other key student outcomes performance metrics etc.

8. Escalate any risks or concerns identified with course design and/or student educational experience as appropriate.
9. Remain up to date on current on emerging educational and industry trends related to course development. Contributing to service development and improvements in alignment with strategic transformation activities and the University's mission, vision and values.

General Duties and Responsibilities

1. To perform to high professional standards.
2. To manage independently any errors or concerns at the earliest opportunity, or notify a senior member of staff as appropriate.
3. To use initiative in order to determine priorities, work with autonomy, and work effectively with senior colleagues.
4. To be responsible for your own continuing self-development.
5. To undertake other duties not specifically stated above, which from time to time are necessary for the effective performance of the University's business without altering the nature or level of responsibility involved.
6. To work within and actively support the equality and diversity policies and practices of Falmouth University.
7. To participate in the University's Annual Performance Development Review Process.

Health and safety at Falmouth University

The University takes health and safety matters very seriously. All staff have a responsibility to take reasonable care for the health and safety of themselves and others who may be affected by their actions and omissions. They also have a duty to comply with the University arrangements for health and safety. Staff with responsibility for others must ensure the proper enactment of University policy within their areas in line with levels of responsibility set out in the University's Health and Safety Policy.

Health & safety requirements

In relation to health and safety, you are responsible for ensuring that:

- You comply with safe systems of work in operation within your work area.
- You work co-operatively with other staff who have responsibility for health and safety requirements.
- You report any health and safety concerns to your manager or other responsible member of staff as soon as these are identified.
- You attend training as appropriate to your role (see the relevant health and safety training grid for requirements).

- You may be required to undertake duties as a first aider (for which a separate allowance is paid).

PERSON SPECIFICATION

Job title: Academic Developer (Curriculum)

Attributes	Essential requirements	Desirable requirements
Education and qualifications	A good first degree in a relevant field or equivalent professional experience Evidence of continuing professional development	Relevant professional membership / recognition (eg, Advance HE fellowship) Postgraduate Certificate in Higher Education (PGCHE) or higher degree
Experience and knowledge	Recent and/or relevant experience of curriculum design / course design, including design of assessment, ideally gained in Higher Education or similar educational field. Demonstrable experience of relationship management Well-developed Digital literacy linked with curriculum development / design	Significant experience of course development / delivery Background in academic development as a discipline Experience in working with academic teams in a consultative capacity
Skills and personal requirements	Excellent verbal and written communication skills, ability to adapt to stakeholders on all levels Excellent problem-solving skills Well-developed organisational skills, enabling the management of resources productively and constructively High levels of professional presentation, conduct & credibility, with a value led attitude. Ability to work under pressure, maintain attention to detail and prioritise workload in order to meet deadlines	Experience of educational sector networking / influence in the wider HE sector Ability to identify, analyse and take action to effectively manage risk to meet operational objectives Excellent analysis and research skills