

# Curriculum Shape

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## Implementation Expectations on faculties and directorates

### Faculty and school leadership expectations

PVCs	Deputy Dean and Associate Dean	Head of School and/or Associate Head of School
<ul style="list-style-type: none"><li>• Communicate regularly, create general awareness about importance/purpose.</li><li>• Assign roles and responsibilities.</li><li>• Ensure people are supported and work arrangements made to allow responsibilities to be fulfilled.</li><li>• Champions/role models. Ensuring CMT used in faculty &amp; staff trained.</li></ul>	<ul style="list-style-type: none"><li>• Primary point of contact for faculty/programme team.</li><li>• Oversee operational implementation of CS in schools in consultation with heads.</li><li>• Ensure workload allocation is made available as required &amp; alternative arrangements being made where necessary.</li><li>• Schools and programme teams are prepared and supported throughout the design and validation phases.</li><li>• Ensuring that faculty/school staff and champions are trained on CMT.</li></ul>	<ul style="list-style-type: none"><li>• Primary contact within a school.</li><li>• Oversee operational implementation of CS in programmes in consultation with DD/ADSS.</li><li>• Ensure programme teams are available, prepared and supported throughout the design and validation phases.</li><li>• Ensuring staff have received the necessary training to use CMT.</li></ul>

## Collaborative Design Roles

Programme Leader	Module leaders	Curriculum Designer	Quality Assurance Officer	Graduate Intern
<ul style="list-style-type: none"> <li>• Primary contact for their programme team.</li> <li>• Responsible for the adoption of GCF, A&amp;F Policy and CMT in their programme in consultation with their team.</li> <li>• Ensure team is prepared for design workshops, complete required documentation and follow the central process.</li> </ul>	<ul style="list-style-type: none"> <li>• Works with the programme leader and is responsible for the adoption of CS in their module in consultation with their team.</li> <li>• Ensures that they are prepared for design workshops, complete required documentation and follow the central process.</li> </ul>	<ul style="list-style-type: none"> <li>• Offers expert guidance and facilitation on curriculum and assessment design for an assigned group (or groups) of programmes.</li> <li>• Leads and coordinates scheduled design sessions with their assigned group(s)</li> <li>• Co-reviews the design approval point documentation with the</li> </ul>	<ul style="list-style-type: none"> <li>• Provides guidance and expertise on all aspects of quality assurance for an assigned group (or groups) of programmes.</li> <li>• Works closely with the Curriculum Designer to ensure consistent guidance is provided to programme leaders and their teams.</li> <li>• Co-reviews the design approval point</li> </ul>	<ul style="list-style-type: none"> <li>• Supports student engagement activities for assigned groups of programmes.</li> <li>• Works with the Curriculum Designer and programme teams.</li> <li>• Member of the full facilitation team for all design workshops through each tranche of implementation.</li> </ul>

<ul style="list-style-type: none"> <li>• Maintain communication with students, programme-specific partners and PSRBs as relevant.</li> <li>• Leads the team through design, approval, and preparation for implementation.</li> </ul>		<p>Quality Assurance Officer.</p> <ul style="list-style-type: none"> <li>• Supports the programme leaders and teams' preparations for validation events.</li> <li>• Provides continuity of support throughout the design, approval and validation journey.</li> <li>• Member of the full facilitation team for all design workshops through each tranche of implementation.</li> </ul>	<p>documentation with the Curriculum Designer.</p> <ul style="list-style-type: none"> <li>• Supports the programme leaders and teams' preparations for validation events.</li> <li>• Member of the full facilitation team for all design workshops through each tranche of implementation.</li> </ul>	
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## Collaborative design roles for themes

Employability Advisor	Academic and Digital Skills Advisor	Wellbeing Adviser	Curriculum Management Tool (CMT) Lead Trainer
<ul style="list-style-type: none"> <li>• Contributes expertise on embedding employability in the curriculum for an assigned group (or groups) of programme leaders and their teams.</li> <li>• Provides lead facilitation for embedding employability workshop sessions delivered within the scheduled design days.</li> <li>• Member of the full facilitation team for all design workshops through each tranche of implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Supports integration of academic and digital skills into the curriculum.</li> <li>• Provides lead facilitation for embedding academic and digital skills workshop sessions delivered within the scheduled design days.</li> <li>• Member of the full facilitation team for all design workshops through each tranche of implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Provides guidance on embedding wellbeing in curriculum and assessment design.</li> <li>• Facilitates dedicated activities during design days.</li> <li>• Member of the full facilitation team for all design workshops through each tranche of implementation.</li> </ul>	<ul style="list-style-type: none"> <li>• Trains Curriculum Designers and QA Officers using a 'train the trainer' model.</li> <li>• Works with CMT trainers to deliver workshops and guidance on the CMT aligned with tranches.</li> <li>• Supports development of the Curriculum Designer and QA Officers CMT 'super user' capabilities in advance of academic year 2026/7.</li> </ul>

## Directorate roles

Associate Director	Head of Operations	Professional services team lead
<ul style="list-style-type: none"> <li>• Communicate regularly, create general awareness about importance/purpose.</li> <li>• Assign roles and responsibilities.</li> <li>• Ensure people are supported and work arrangements made to allow responsibilities to be fulfilled.</li> <li>• Champions/role models. Ensuring CMT used in directorate as relevant.</li> </ul>	<ul style="list-style-type: none"> <li>• Primary point of contact for directorate.</li> <li>• Oversee operational implementation of CS in their area.</li> <li>• Ensure workload allocation is made available as required &amp; alternative arrangements being made where necessary.</li> <li>• Ensure teams are prepared and supported throughout the design and validation phases.</li> <li>• Ensuring that staff are trained on CMT.</li> </ul>	<ul style="list-style-type: none"> <li>• Primary contact for their team.</li> <li>• Responsible for the adoption of CS in their area in consultation with their team.</li> <li>• Ensure the team are prepared for the process.</li> </ul>