

Media and Arts Curriculum Manager

Recruitment pack for job applicants



[Find out more >](#)



[Find out more >](#)



[Find out more >](#)



[Read the report >](#)

Welcome to Big Creative Training

BCT is a leading creative industry training provider with more than 25 years' track record of delivering education and work opportunities. Our mission is to Develop Talent, Transform Lives, Create Careers and in order to do this we offer vocational study programmes, apprenticeships, traineeships and adult learning courses. We also run a local co-work space, Creative Works, and Big Creative Independent School.



Safeguarding statement

Big Creative Training is committed to a safe, inclusive environment where learners, staff and visitors can thrive. Our safeguarding culture protects learners from harm, abuse, neglect, exploitation and radicalisation.

All staff must adhere to our safeguarding and child protection policies, procedures and codes of conduct, which set out responsibilities for identifying, reporting and responding to concerns. These are provided to all staff during induction.

BCT operates a robust safer recruitment process. Any job offer is subject to satisfactory references, an enhanced DBS check, identity and qualification verification, right to work checks, and other pre-employment vetting. In line with Keeping Children Safe in Education, shortlisted candidates are also subject to an online search.

Shortlisted candidates must complete a safeguarding self-disclosure form before interview. Interviews include questions assessing understanding of safeguarding, child protection, professional boundaries, and commitment to protecting children, young people and vulnerable adults.

Equality diversity and inclusion statement

At BCT we believe that the strongest communities and most innovative creative futures are built through equity, diversity, and inclusion. We are committed to fostering an environment where everyone feels respected and able to be their authentic selves.

We celebrate the diverse experiences and identities of our colleagues and learners, recognising that these differences strengthen our community and enrich creativity, including through initiatives such as our annual Culture Day celebration.

Inclusion is embedded throughout our community and our decision-making. We work to challenge stereotypes and have zero tolerance for discrimination and bias. We remove barriers to participation, ensuring study, employment and career progression opportunities are fair and accessible to all.

We are dedicated to advancing equity across all protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, creating a workplace and learning environment where everyone has equality of opportunity to succeed, develop, and progress.



Media and Arts Curriculum Manager

Job summary

We are looking for an outstanding Curriculum Manager to join our team based in Walthamstow, East London.

You will be a qualified teacher in Digital Media and need to have a strong record in leading curriculum programmes in one or more of the areas of Art & Design, Media and Animation. You will have experience of managing an academic team. Equally you will understand how to use data from course reviews and quality improvement information to improve course performance in your area.

Essential qualifications

- High-degree-level qualification in Digital Media or a relevant subject to this role
- PGCE, Level 5 teaching qualification or direct equivalent

Essential skills

- Proven record of managing a successful team
- Excellent leadership skills, assertive and self-confident, with a demonstrable ability to inspire and motivate a team of teachers in your area
- Extremely organised and able to manage own workload effectively and flexibly
- Highly motivated and driven to succeed in a competitive and rewarding environment
- Achieved qualified teacher status
- Outstanding teaching and communication skills and experience of good / outstanding Ofsted
- Aspirational – will not settle for less than outstanding standards of work and behaviour
- Skilled and knowledgeable in Adobe Creative Cloud including Photoshop, Final Cut Pro and/or Adobe Premiere and Adobe After Effects

Desirable skills

- Skilled and knowledgeable in a range of digital media and animation software such as Adobe suite, maya, unity and unreal engine
- Experience of working in the creative industries, Art & Design, Media and Animation
- Excellent leadership skills, confident, with a demonstrable ability to inspire your team
- Able to manage own workload flexibly
- Outstanding teaching and communication skills and experience of good/outstanding Ofsted
- Previous team leadership and pastoral experience
- Positive, solution focused and proactive
- Kind, empathic and supportive but challenging when needed
- Lead IV or EV qualification and experience

Key tasks

- The ability to work in a way that promotes the wellbeing of children and young people
- Line management of tutors incorporating KPI data to manage performance including budgets
- Plan and run weekly team meetings with staff using KPI data
- Plan and deliver exciting subject specialist lessons that support learner retention, achievement and progression
- Outstanding approach to curriculum delivery using project-based methods of learning
- Model and encourage the highest standards from team and learners
- Ensure a high standard industry experience for learners with guest speakers and visits
- Track progress of learners and initiate support plans
- Work with parents and carers to support students and coordinate parent's evenings
- Experience of internal verification of both assignments and assessment decisions
- Co-ordinate team timetables into a delivery plan and manage the process
- Lead the delivery of the IV schedule, draw up sample plans and coordinate

What our staff say...



“There is a really good culture of having freedom to share ideas and innovate, and all ideas are listened to.”

“A welcoming place of work that allows you to be yourself.”

“I like the social aspect, and I appreciate that there are some very genuine friendships between colleagues. I also like that, as an organisation, we have the humility to recognise that we can always do more or better.”

“I like the level of creative control and freedom I have to use my professional teaching knowledge within the wider workplace environment.”

“I love working here... not like! Sharing skills and helping young people... What could be better?”



“Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.”

Georgia, BCT former student



“If it wasn't for BCT there's no way I would have become the person I am today. Thanks for helping me find myself!”

Amani, BCT former student

Additional information

Staff benefits

- Company pension scheme
- Healthcare cashback
- Bike-to-work scheme
- Professional opportunities development available
- Staff social events
- Interest-free emergency or career development loans
- Free on-site lunches during term-time
- Employee assistance programme

Salary and days of work

- 35 hours across 5 days a week for 52 weeks per year
- 36 days of annual leave plus UK bank holidays
- This is a permanent full-time position
- Start Date ASAP
- Full time salary of £45,000

How to apply

Please apply on our site.

[Application form >](#)

[Recruitment of ex-offenders policy >](#)

You must be eligible to work in the UK as this job is in London and cannot be done remotely.

Useful links

Click on any of the links below to find out more:

[Big Creative culture >](#)

[Artist development programme >](#)

[2025 alumni >](#)

[2026 alumni >](#)

[International work experience >](#)

[Breakfast Pots >](#)

[Big Sleep Out >](#)

[Toiletry Amnesty >](#)



Safer recruitment process

Introduction

The BCT recruitment process will:

- Attract the best possible applicants to vacancies
- Deter prospective applicants who are unsuitable for work with children, young people, and vulnerable adults
- Identify and reject applicants who are unsuitable for work with children, young people and vulnerable adults

Inviting applications

All prospective applicants must complete, in full, an application form accounting for any gaps in their education or employment history

Shortlisting and references

- Short-listing of candidates will be against the specification for the post
- Where requested and where possible, references will be taken up before the selection stage, so that any discrepancies can be probed during the selection stage
- References will be sought directly from the referee. References or testimonials provided by the candidate will never be accepted
- All referees will be contacted by email and the job specification will be supplied. In line with safer recruitment, references must span over the course of 5 years

Selection process

The selection techniques will be determined by the nature and duties of the vacant post, but all vacancies will require a face to face interview. Candidates will always be required to:

- Explain satisfactorily any gaps in employment
- Explain satisfactorily any anomalies or discrepancies in the information available to the panel
- Declare any information that is likely to appear on a DBS
- Demonstrate their capacity to safeguard and protect the welfare of children, young people, and vulnerable adults

Employment checks

All successful applicants are required to:

- Provide proof of identity
- Complete a self disclosure form
- Complete a DBS application and receive satisfactory clearance
- Provide actual certificates of qualifications
- Complete a confidential medical questionnaire
- Provide proof of eligibility to live and work in the UK
- Provide proof of national insurance

Online search

As required by Keeping Children Safe in Education, the HR Department will conduct an online search. Any concerns from the search will be discussed with the panel, and subsequently the applicant.

What we are looking for

- Inappropriate attitudes toward, or relationships with, children or young people, or anything indicating a risk in a regulated activity with children
- Evidence of extremism, radicalisation, or promotion of abuse or exploitation
- Discriminatory, harassing, or abusive content directed at others
- Serious lack of professional judgment (e.g. sharing confidential information, inappropriate relationships with students or service users)
- Publicly visible behaviour that would conflict with BCT's code of conduct or safeguarding policies, or that would cause serious reputational harm to BCT

Induction and probation

- All staff who are new to BCT will receive an induction that includes the safeguarding policies and guidance on safe working practices
- All new staff will be subject to a 6 month probation period as detailed in the probation policy, which will provide a formal framework for ensuring that the standards of performance set by BCT are fully communicated. Checks will also be put in place during the probationary period to ensure safeguarding has been covered