

SDP Curriculum Manager

Recruitment pack for job applicants



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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.



SDP Curriculum Manager

Job summary

The Self Development Programme is a cornerstone of the BCT 16–19 Study Programme and a distinctive part of the Big Creative experience. Every learner participates in SDP alongside their vocational studies. Its purpose is bigger than preparing young people to pass a qualification: we want to develop rounded, informed and reflective human beings with the knowledge, skills and behaviours to build positive relationships with themselves, others and the world around them, and to lead purposeful lives with integrity.

Our established curriculum explores the issues young people encounter locally and the bigger questions that shape their lives and society: relationships, identity, sex and sexual health, mental health, politics, citizenship, equality, media, religion and ethics, finance, climate and sustainability, alongside emerging social and cultural issues. Personal Development was graded Outstanding by Ofsted in 2023, with inspectors recognising the quality of BCT's social and personal development programme and learners' ability to engage sensitively with controversial and emotive subjects.

You will inherit an established and successful programme, but this is not a job for simply delivering the existing PowerPoints. We want a curriculum leader who understands what makes the programme successful, protects its strongest foundations and has the intellectual curiosity, educational judgement, presence and ambition to take it somewhere new.

Essential qualifications / skills

- Relevant degree / professional qualification
- Level 2 English and maths
- A recognised Teaching qualification is highly desirable
- Confident on a range of PHSE / personal development topics including careers education, politics, gender identity, inclusion, citizenship, community, society, sexual health

Person Spec

We are looking for an excellent educator and ambitious curriculum thinker who believes deeply in the potential of personal development education to change young people's lives.

You will have substantial successful experience of designing and/or delivering education, personal development, PSHE or related learning for young people, with evidence of engaging learners effectively with complex and sensitive subject matter. You will understand the pressures and opportunities facing young people today and be curious about the changing world they are growing into.

You might already be an accomplished curriculum leader, or you might have developed and delivered elements of this kind of education and be looking for the freedom and responsibility to prove what you can do with it. Either way, we are looking for someone who wants to lead, question, create and improve — not simply maintain.

Key tasks

- Strategic oversight of BCT SDP curriculum delivery
- SDP Team management
- Plan and deliver meaningful and relevant lessons to all BCT classes on your timetable
- Effectively line manage and support the SDP tutor team.
- Provide SDP resources to cover BCT staff and sub-contractors.
- Support the BCT Independent School team with curriculum creation and delivery of PSHE in line with Independent School Standards
- Provide feedback regarding the impact of the SDP sessions to your line manager / termly reports
- Plan and chair a robust learner forum throughout the year including elections of ambassadors and follow through on actions and impact of the forum
- To support and visit subcontractors to support with their SDP delivery, including resource support, teaching techniques and SOW support.
- Create termly reports for the SMT and present in SMT meetings
- Engage guests and specialists in SDP sessions

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

- 28 hours across 4 days a week for 52 weeks a year
- Pro rata of 36 days of annual leave plus UK bank holidays
- This is a permanent part-time position
- Start Date 1st November 2026
- Pro rata of FTE £43,000 salary (actual PTE £34,400 salary)

We welcome industry professionals who wish to enter teaching, via the fully funded Taking Teaching Further scheme's qualification. This includes 6 months of reduced timetable for training with full pay and lesson cover.



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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 >](#)

[One Word >](#)

[Student Spoken Word](#)



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