



# Curriculum Development Manager

Recruitment pack: February 2026

# About the role

**ASDAN is growing its Curriculum Development and Design team.** As a Curriculum Development Manager, you will join a vibrant team that has responsibility for managing and maintaining ASDAN's portfolio of regulated and non-regulated courses and resources.

Working closely with teams across the organisation, the successful candidate will be someone who is a highly effective communicator, well organised, with an attention to detail, has experience of curriculum development and an understanding of qualification compliance.

We are keen to hear from applicants with experience of developing, delivering, assessing or quality assuring CASLO qualifications, in particular those classified as being in sector subject areas 1.5, 13 and 14.

This role is being offered as a full time, hybrid role, with the opportunity to work partly from home and partly from our office in St. George, Bristol. Part-time hours would be considered for the right candidate.



# About the role

## About us

ASDAN is an education charity and awarding organisation providing courses, accredited curriculum programmes and regulated qualifications to engage, elevate and empower learners with diverse needs.

Our goal is to engage learners through relevant and motivating courses to achieve meaningful learning outcomes, which elevate them to go on to further education, training and work, and empower them to take control of their lives. We do this by developing courses with an accessible and practical pedagogy for learners; and by supporting our partner educators to foster the personal, social and work-related abilities of learners with diverse needs.

We believe that learners should have the opportunity to discover, develop and make use of their abilities to affirm their identities, contribute to society, and challenge educational and social inequalities.

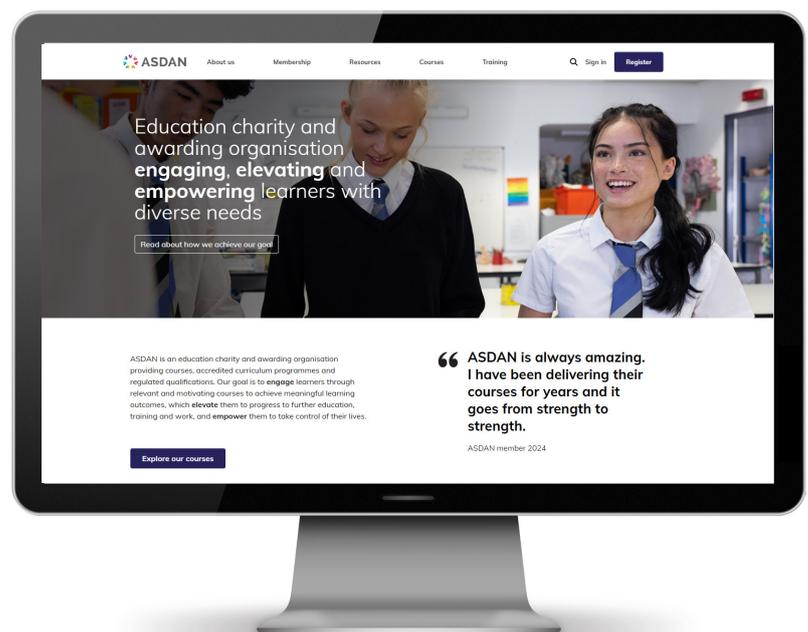
For further information about ASDAN, please visit our website: [asdan.org.uk](https://asdan.org.uk)

For more information about the role:

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# Conditions and how to apply

<b>Contract</b>	Permanent
<b>Salary</b>	£38,500 per annum
<b>Hours of work</b>	Full time: 37.5 hours, 5 days per week
<b>Pension</b>	Scottish Widows. Post-holder has option of two levels of contribution: <ul style="list-style-type: none"><li>• employee 3% employer 6%</li><li>• employee 6% employer 9%</li></ul>
<b>Leave entitlement</b>	Starting at 24 days per annum, rising an additional day per year to maximum 32 days, in addition to statutory bank holidays.
<b>Location</b>	This is a hybrid role, working partly from home and partly from our main office in St George, Bristol.

## How to apply

To apply for this position, please visit the vacancies section of the ASDAN website [asdan.org.uk/vacancies](https://asdan.org.uk/vacancies) where you will find the job description and application form. You are welcome to submit a CV alongside your completed application form. Only applications made using the application form will be considered.

Within your application form, please include a clear outline of why you feel you would be suitable for the position, including examples of your skills and experience, referring to the person specification as appropriate. Please email your applications to [personnel@asdan.org.uk](mailto:personnel@asdan.org.uk)

It would be appreciated if you could complete ASDAN's equalities, diversity and inclusion (EDI) monitoring form at the time of your application. This information will be treated as confidential for monitoring purposes only and kept separate from your application.

## Key dates

- applications close: COP Monday 16 March 2026
- interviews: Monday 23 March 2026
- Interviews will be held at ASDAN's main office in Wainbrook House, St George, Bristol.

Please contact [personnel@asdan.org.uk](mailto:personnel@asdan.org.uk) for an informal conversation about this opportunity.

# Role description

<b>Title</b>	Curriculum Development Manager
<b>Accountable to</b>	Head of Curriculum Development
<b>Liaison with</b>	Development and Design team members and other ASDAN teams

## Job purpose

To deliver end-to-end projects for the review and development of ASDAN's existing and new products and services, including curriculum programmes, regulated qualifications and accompanying resources.

To ensure the quality of ASDAN products and services and to ensure compliance with regulatory requirements.

## Key Responsibilities

- 1 Manage reviews of ASDAN's existing products and services, both print copy and digital, ensuring learner, member and wider stakeholder needs inform activity, and educational initiatives and agendas are met, in line with ASDAN's education strategy and values
- 2 Manage the development of new programmes, qualifications and resources in line with ASDAN's strategy and values, to include cross-organisational input to developments, and in partnership with ASDAN's members and other external stakeholders
- 3 Ensure the quality of ASDAN's curriculum offer in liaison with the Head of Curriculum Development, Head of Quality and Head of Education Development Partners
- 4 Proactively maintain and grow knowledge of current education policy, research, changes, debates, and regulation, using judgement to highlight potential opportunities for ASDAN or where there may be an impact on ASDAN's products
- 5 In common with all staff

## Key duties

- 1. Manage reviews of ASDAN's existing products and services, both digital and print copy, ensuring learner, member and wider stakeholder needs inform activity, and educational initiatives and agendas are met, in line with ASDAN's education strategy and values**
  - a Manage an ongoing process to review, update and, if necessary, prepare for the withdrawal of ASDAN courses that meets with regulatory requirements as appropriate
  - b Work with members, partners, ASDAN staff, consultant writers and other external stakeholders on the co-design, continuous improvement and evaluation of ASDAN products and services, with a focus on quality and impact

# Role description

- c Work closely with all teams to ensure a whole organisation approach to the review of existing products and services
- d Ensure the ongoing relevance of ASDAN's products and services in the wider educational landscape
- e Work closely with ASDAN colleagues on updates to existing products as and when these are required

## **2. Manage the development of new programmes, qualifications and resources in line with ASDAN's strategy and values, to include cross-organisational input to developments, and in partnership with ASDAN's members and other external stakeholders**

- a Support the development of ASDAN's education direction and strategy, ensuring this is integrated within overall planning and priorities for growth
- b Work closely with the Head of Curriculum Development to help secure ASDAN's strategic approach to curriculum development, professional development and pedagogy
- c Work closely with all teams to ensure a whole organisation approach to the development of new products and services
- d Contribute to the evaluation of ASDAN developments through opportunities to collaborate with members and other internal and external stakeholders
- e Contribute to cost benefit analysis and feasibility studies of new products to inform return on investment plans
- f Contribute to the strategy for ASDAN's digital and blended curriculum offer

## **3. Ensure the quality of ASDAN's curriculum offer in liaison with the Head of Quality, Head of Curriculum Development and Head of Education Development Partners**

- a Ensure the quality of ASDAN's curriculum is maintained, working in close liaison with the Head of Quality, Head of Curriculum Development and Head of Education Development Partners
- b Ensure the compliance of ASDAN's products and services with relevant legislation and regulation including with Ofqual's Conditions of Recognition where appropriate
- c Ensure that all products, regulated and non-regulated, are developed and reviewed to a consistent standard.
- d Contribute to ensuring the pedagogical model for all ASDAN products and resources achieves the mission to engage, elevate and empower young people in greatest need
- e Ensure that staff are updated on research and practice relating to curriculum developments and the impact these might have on them and the wider community
- f Maintain an in-depth knowledge of ASDAN's educational offer and its position in the wider educational landscape

# Role description

## **4. Proactively maintain and grow knowledge of current education policy, research, changes, debates, and regulation using judgement to highlight potential opportunities for ASDAN or where there may be an impact on ASDAN's products**

- a Maintain own knowledge and understanding of current and upcoming policies, regulation, innovation and debates, and use judgement to highlight potential areas where ASDAN could offer a contribution or where there may be an impact on ASDAN's business
- b Participate in and contribute to relevant education conferences and research to inform the review and development of ASDAN's curriculum offer

## **5. In common with all staff**

- a To support the charitable purposes of ASDAN
- b To work collaboratively and be accountable for your contribution to ASDAN's strategy and values
- c To manage ASDAN's resources effectively and efficiently
- d To provide the highest standards of customer service to customers of ASDAN
- e To support collectively leadership, development and relationship building across ASDAN, and with relevant markets and stakeholders
- f To participate in ASDAN's annual review process and undertake appropriate training and development, ensuring up to date knowledge and practice is applied and maintained for the efficient and effective performance of the post, supporting ASDAN's strategic objectives
- g To effectively promote the safety and well-being of children, young people and all vulnerable individuals, in line with ASDAN's safeguarding policy
- h To uphold and promote ASDAN's Equality policy and practices, respect the unique contribution of every individual and to work positively in an environment that promotes equality and diversity
- i To ensure awareness of and compliance with all health and safety requirements in accordance with the provision of health and safety legislation
- j To keep up to date, according to your role, for the efficient execution of the role, with new legislation, procedures and methods
- k To comply with the requirements of GDPR (General Data Protection Regulation) and follow good practice with regards to the security and confidentiality of information
- l To present an appropriate professional image of ASDAN

# Person specification

Qualifications	Essential or desirable
• Degree or equivalent professional, vocational qualification	Essential
• Post-Graduate Certificate in Education (PGCE) or equivalent teaching qualification	Essential
• Assessor qualification (Level 3)	Desirable
• Internal Quality Assurance qualification (Level 4)	Desirable

Skills, knowledge and expertise	Essential or desirable
• Knowledge and understanding of UK education policy and practice including vocational education	Essential
• Experience in curriculum or qualification development and review	Essential
• Excellent communication skills, both verbal and written	Essential
• Ability to problem solve and prioritise objectives to achieve goals	Essential
• Proficient with standard office IT programmes, e.g. Word, Excel, Outlook, PowerPoint	Essential
• Excellent organisational skills	Essential
• Ability to communicate with a wide range of audiences	Essential
• Understanding of qualification regulatory compliance	Desirable
• Experience of managing projects	Desirable
• Experience of using digital learning platforms	Desirable
• Experience of collating, presenting and analysing data	Desirable
• Specialist knowledge of SEND	Desirable

Personal qualities for this role	Essential or desirable
• Highly professional standards of behaviour at all times	Essential
• Highly motivated and proactive	Essential
• A collaborative team player	Essential
• Calm under pressure and in changing circumstances	Essential
• Flexible, friendly and helpful	Essential

# Person specification

Other	Essential or desirable
<ul style="list-style-type: none"><li>• Willingness and ability to travel within the UK to meet with practitioners, learners and other stakeholders</li></ul>	Essential

<b>Personal qualities expected of all staff</b>
<ul style="list-style-type: none"><li>• Demonstrable commitment to high standards of customer service</li><li>• Highly professional standards of behaviour at all times</li><li>• Diligently apply principles of GDPR and information assurance</li><li>• Highly motivated and proactive</li><li>• A collaborative team player</li><li>• Calm under pressure and in changing circumstances</li><li>• Flexible, friendly and helpful</li><li>• Able to work positively and creatively, combining a responsible approach to securing ASDAN's core business and heritage with an entrepreneurial approach to winning and growing new business</li></ul>



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