

Timetable and Curriculum Management Service Outline

Scope of Services

The Curriculum Management Service delivers ongoing support to schools for managing timetables and curriculum throughout the academic year. Each school is assigned a Lead Consultant, supported by a consultant pool, and works collaboratively with designated school contacts to ensure data accuracy and adherence to agreed timelines.

Key Functions

The Curriculum Management Service covers the following core functions and activities:

- Rooming allocations and maintenance.
- Adding and updating NCC, PPA, duties, meetings, and other non-teaching allocations.
- Mid-year timetable changes and updates, including staff changes and class reallocations (e.g., maternity cover, leavers/joiners).
- Design and Technology rotations or other class rotations.
- In-year student curriculum changes or new student curriculum memberships.
- Management and maintenance of Course Manager, Programmes of Study, and Academic Management (excluding census completion).
- Year-end updates, including SYLK files, bulk updates, academic mappings, and rollover preparation.

Service Onboarding

The service begins with an onboarding phase to ensure access, communication, and planning are clearly established. This includes:

- An initial kick-off meeting with key school contacts.
- Confirmation of access to the school's MIS systems and secure data connections.
- Review of the existing timetable and academic structure.
- Agreement on the annual cycle of curriculum activities and key milestones.
- Setup of shared communication and documentation channels (e.g., Teams, portal, or shared workspace).

Accountability and Dependencies

- Each stage of work will be agreed and confirmed with the school before progressing.
- The school is responsible for providing timely and accurate information, and for meeting agreed deadlines.
- The consultant is responsible for managing and maintaining the school's curriculum data and timetable updates as defined in the Schedule of Works.

- Work outside this scope, including full timetable design, rebuilds, or migration to a new MIS, will be quoted separately.
- Regular account reviews will be held with the school's assigned Account Manager to ensure the service remains effective and aligned to school needs.

Service Exclusions

The following are not included within the Curriculum Management Service and would require a separate agreement or quotation:

- Completion of Census returns, assessment data, or exam entries.
- Full timetable design, rebuilds, or new structural timetable setups.
- MIS migrations, upgrades, or configuration of new academic systems.
- Project management or consultancy unrelated to curriculum management tasks.
- Any other work not specifically listed in the Schedule of Works.