

Job Description

JOB TITLE:	Depute Head of Curriculum
RESPONSIBLE TO:	Head of Curriculum
RESPONSIBLE FOR:	Line management of the Curriculum Administrators
JOB PURPOSE:	To assist with strategic, inspirational leadership and effective management of the Curriculum Areas and to develop the highest quality of learning experience for all students.

DUTIES AND RESPONSIBILITIES

Leadership Specific activity

- 1 To assist with the strategic development of innovative and highly relevant Curriculum Areas through effective planning and evaluation processes, engaging staff, students and stakeholders.
- 2 To assist with devising, implementing and achieving the operational and strategic aims of the college in partnership with the Executive Team.
- 3 To assist with developing and delivering a curriculum that is sustainable, innovative, serves the local community and supports industry partners.
- 4 To assist with achieving Scottish Funding Council funding targets and work within set guidelines.
- 5 To assist with developing and delivering a business model for the Curriculum Areas which is financially efficient, supports the local community and industry partners.
- 6 To represent the College at local and national stakeholder events and discussions.
- 7 To participate in relevant College and Board of Management (BOM) committees as appropriate.
- 8 To promote a quality culture across all teams across Curriculum Areas and Support, ensuring the highest levels of quality assurance and supporting the implementation of quality enhancements to improve the student experience and performance.
- 9 To promote an environment which consistently values team working and positive communication.

Management Specific Activity

- 10 To work with the Head of Curriculum and other Senior Leadership Team (SLT) members to plan the curriculum delivery, set appropriate activity levels, plan and achieve income and performance targets for the Curriculum, involvement in wider college themes and objectives.

- 11 To assist with providing clear, supportive leadership and management for the Curriculum and Quality Managers (CQMs) and provide effective, close monitoring of the curriculum offer, including performance to ensure key performance indicators (KPIs) are met and improved upon.
- 12 To provide inspirational leadership for learning and teaching and support the development of initiatives to enhance the learning experience, including the use of technology, in collaboration with the Head of Digital Transformation.
- 13 To assist with efficient and effective deployment of staff across the College and provide robust budgetary control in the management of all resources.
- 14 To comply fully with HR procedures, assist with staff management, recruitment and staff disciplinary and/or grievance matters.

Quality Enhancement Activity

- 15 To ensure effective two-way communication across the Curriculum Areas and to promote effective evaluation, use of feedback and the sharing of good practice across the college to improve the student experience.
- 16 To assist with the development of curriculum staff to provide the highest possible quality of teaching and service for students.
- 17 To drive a culture of self-reflection and quality standards within the Curriculum Areas including reviewing the curriculum to support the best outcomes for learners and stakeholders.
- 18 To continue to develop partnership working with curriculum teams and the Quality and Learning & Teaching Innovation Department to effectively enhance the quality cycle and processes of self-evaluation and review within the Curriculum Areas.

Collaborative activities

- 19 To assist with proactively developing alternative income and commercial diversification activity (Full Cost Recovery: FCR) within the curriculum areas, in collaboration with Business Innovation staff.
- 20 To promote and enable the further development of meta skills, essential skills, employability, work-experience and employer engagement within the curriculum areas working with Sector specialists and agencies to do so.
- 21 To initiate and develop external relationships with key Sector stakeholders, employers, schools, universities and communities and engage in relevant national or international curriculum initiatives.
- 22 To assist with cooperative and effective working between Curriculum and Quality Managers (CQMs), Curriculum and Quality Leads (CQLs), curriculum staff and across all Head areas as appropriate.

- 23 To ensure legal and ethical requirements are met, including full compliance and the promotion of Equalities and Health and Safety procedures across the Curriculum Areas.
- 24 To actively encourage an environment of continuous professional development with curriculum teams and participate in Continued Professional Development (CPD) and any training as required for the role in conjunction with HR.

GENERIC

- 25 To facilitate and participate in professional development planning.
- 26 To work collaboratively with staff within the College.
- 27 To contribute effectively to development planning processes.
- 28 To adhere to all health and safety requirements and college policies.
- 29 To carry out any other duties that may be reasonably requested by the line manager.

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The postholder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.