

Post Title: Curriculum Quality Manager
Responsible to: Head of Learning & Skills

Education and Professional Qualifications

Essential:

- Qualification to degree level or equivalent and/or equivalent extensive commercial/industrial experience
- TQFE/PDA/PGCE
- Evidence of continuing professional development
- A coaching qualification

Knowledge

Essential:

The post holder will have demonstrable knowledge of:

- Curriculum development and awarding body criteria
- Sector leading practice in learning and teaching
- Innovative approaches to course delivery and technologies available to enhance learning and teaching
- Quality systems and processes within curriculum design and delivery
- Approval and validation processes
- The current portfolio of programmes within the curriculum area
- College information systems

Skills and Competencies

Essential:

- The ability to lead teams and manage projects
- Demonstrate initiative to identify and develop opportunities for curriculum development
- The ability to build effective relationships both internally and externally
- Excellent communication, negotiation and interpersonal skills with the ability to communicate in a range of formats, both oral and written
- Excellent planning and organisational skills
- A range of teaching skills to the appropriate level specified by the Scottish Credit and Qualifications framework
- The ability to demonstrate innovation and creativity in the approach to learning and teaching, particularly in relation to the application of digital technologies
- The ability to manage challenging behaviours and to engage with all students
- The ability to work flexibly and effectively as a member of a team
- Ability to travel to and work flexibly across all campuses in the region

Professional Experience

Essential:

- Experience of working with a wide range of partners including awarding bodies
- A record of successfully managing teams and leading projects
- The ability to facilitate problem-solving in teams and provide leadership and direction for operational delivery
- Recent experience of the implementation of quality assurance and improvement processes and the management of internal verification processes

- Evidence of developing innovative and creative solutions to achieve organisation objectives
- Relevant teaching/lecturing experience within a college environment in one or more of the specialisms associated with curriculum area