

Job Description

1. JOB IDENTIFICATION

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| Post Title: | Curriculum Quality Manager |
| Responsible to (Post Title): | Head of Learning and Skills |
| No of Post Holders: | 1 FTE |
| Last Update: | June 2024 |

2. PRINCIPAL JOB PURPOSE

Provide leadership of learning to the Curriculum Team to enable consistently high-quality learning experiences and to support the development and delivery of an innovative and demand led curriculum portfolio.

Lead the Team on the implementation of key College strategies and frameworks including learning and teaching, quality enhancement and digital skills.

Lead the implementation of the College's performance management systems within the team in order to support the strategic ambition, embed innovative learning and teaching practices and enable successful student outcomes.

3. JOB DIMENSIONS & CONTROL OF RESOURCES

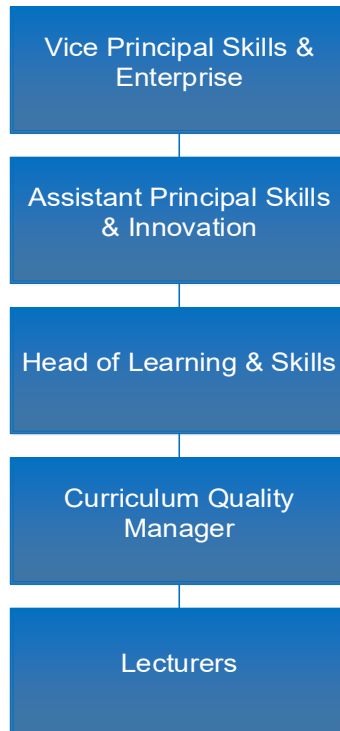
The post holder will provide leadership and line manage the Curriculum Team.

The post holder will also support the Head of Learning and Skills in monitoring the budget allocated to the Curriculum area in order to support effective financial management.

The role also includes the development of systems and procedures for the management of stock and consumables within the area, as necessary.

The Curriculum Quality Manager role has been matched to Level 2 of the Promoted Lecturer salary scale. This, therefore, provides the scope to teach up to 12 hours per week.

4. ORGANISATIONAL RELATIONSHIP



5. MAIN DUTIES & RESPONSIBILITIES

Leadership

1. Support the Head of Learning and Skills in the development of an innovative and demand led curriculum portfolio which will inspire and engage students and ensure that course provision is relevant, current and delivers successful student employability or progression to further study.
2. Provide effective leadership and line management support for the curriculum team to develop innovative and effective learning and teaching, high quality curriculum content and achieve successful outcomes.
3. Support and enable all staff to participate in regular and ongoing CPD by implementing PPDR and team evaluation processes.
4. Lead and embed the College's values across the team to ensure that all actions and behaviours are consistent with the strategic ambition and all College Operating and Enhancement planning processes.

Curriculum Delivery

5. Provide leadership of learning and teaching which inspires the curriculum team and engages all students in achieving successful outcomes and positive destinations.
6. Provide leadership to the curriculum team in the design and delivery of the curriculum taking account of key College strategies and frameworks to support the development of integrated objectives.
7. Develop and implement effective operational arrangements across the team to support team meetings, one-to-one meetings and sharing best practice, to enable continuous improvement.
8. Support staff through coaching and enabling professional reflection in order to deliver excellence in learning and teaching and innovation within the curriculum.
9. Lead and support the analysis and review of performance data and metrics in order to identify areas of priority and also to inform all actions and improvements in relation to curriculum delivery.
10. Lead the College's processes within the curriculum team to support positive student recruitment and retention through supporting marketing and promotional activities and ensuring effective student engagement.
11. Support the Head of Learning and Skills in the development of external partnerships with key stakeholders, employers, schools and university sector/HEIs to enable learner transitions and development opportunities.
12. Lead the implementation of college procedures within the curriculum area to implement effective timetabling, achieve robust financial performance and maximise efficient use of resources in the delivery of programmes.
13. Lead the implementation of policies and procedures within the team in relation to positive behaviour, student discipline and complaints in accordance with college values.
14. Deliver high quality learning and teaching and carry out the role of lecturer fully and in accordance with college objectives, awarding body requirements and the professional standards for lecturers.

Performance Management

15. Lead all HR and people processes in relation to team development including recruitment, selection, induction, wellbeing, CPD, attendance, disciplinary and grievance to enable high quality and consistent first line management.
16. Work with the Head of Learning and Skills, wider management team and

college support teams in order to establish and manage overall objectives and targets in relation to student recruitment and delivery of credits taking account of college priorities, Sector trends and industry demands.

17. Provide leadership in tracking, monitoring and analysis of KPI data concerning student recruitment, attendance, retention, outcomes and behaviour in order to identify and implement actions to improve student performance.

18. Support the development of a culture within the curriculum team which embeds the principles of Quality Enhancement, Health, Safety and Wellbeing, Equality and Diversity and Accessibility in the delivery of learning and teaching.

19. Lead and manage ethically and responsibly and act in accordance with the College's values and guiding principles, ensuring compliance with college policies and procedures.

20. Represent the College at stakeholder and external events, acting as a positive ambassador and role model at all times.

21. Any other duties considered appropriate to the scope of the role.

6. COMMUNICATIONS (Internal & External)

The Curriculum Quality Manager will communicate regularly using a variety of methods with the curriculum team, students other College staff and external partners.

The main focus of communication will be internal on a daily basis with students, curriculum team and cross College departments and staff.

Internal communication using a variety of methods will also take place regularly with the Head of Learning and Skills, Assistant Principal Skills and Innovation and other managers.

External communication will take place on a less frequent basis with external bodies and industry partners.

7. ASSIGNMENT AND REVIEW OF WORK

The Curriculum Quality Manager will agree objectives annually with the Head of Learning and Skills, which will be delivered and reviewed within agreed parameters. The post holder will have professional discretion to prioritise workload in order to meet the requirements of the curriculum. Work activities will require to be prioritised on a daily basis, subject to student and curriculum demands.

The post-holder will be expected to participate in cross College projects and contribute to working groups as necessary.

Work activities will also be delegated by the Head of Learning and Skills, within the scope of the role of Curriculum Quality Manager.

8. ESSENTIAL KNOWLEDGE, SKILLS & EXPERIENCE

Education:

- 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:

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:

- 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

Experience:

- 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

9. MAIN JOB CHALLENGES

- Providing leadership in the design and delivery of an innovative and demand led curriculum portfolio that will inspire staff and engage students.
- Managing competing demands and leading the implementation of procedures and systems that will support curriculum delivery eg quality enhancement, programme review and team development.
- Providing inspirational leadership and support to the curriculum team.

10. WORKING ENVIRONMENT

Physical

- The post will involve office-based work, which will also involve the post-holder travelling to other regional campuses
- Use of ICT and digital technologies in the design and delivery of learning and teaching

Mental

- Concentration for prolonged periods at a time e.g. attending meetings, analysing complex data to inform decisions and judgements, reviewing, checking and amending documentation
- Frequent and constant interruptions, on widely varying issues which can result in immediate re-prioritisation of present workload

Emotional

- Dealing with conflicting views, hostility and confrontational behaviours
- The ability to maintain professionalism and not be provoked by displays

of challenging behaviour

- Dealing with challenging customer groups

Working Environment

Mainly office based and working within a classroom/ workshop/salon environment