

# **BORDERS COLLEGE**

## JOB DESCRIPTION

<b>Job Title</b>	<b>Curriculum and Learning Manager - Business and Visitor Economy</b>
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<b>Post Holder</b>	
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<b>Accountable To</b>	<b>Assistant Principal</b>
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<b>Responsible For</b>	<b>Providing management and leadership of a curriculum portfolio to ensure the curriculum meets the needs of regional and national requirements.</b>
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<b>Department</b>	
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<b>Overall Purpose of Job</b>
<ul style="list-style-type: none"> <li>● <b>To manage and lead a curriculum portfolio area (Business, Events, Tourism and Hospitality)</b></li> <li>● <b>To ensure the curriculum is responsive, flexible and meets the needs of students, employers and Education Scotland</b></li> </ul>

<b>Main Duties and Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Strategic and Operational Planning             <ol style="list-style-type: none"> <li>a) Maintain effective partnership working with stakeholders and employers at operational level for a curriculum portfolio area</li> <li>b) Assist the Assistant Principal to plan and develop the curriculum portfolio area to ensure the college meets the needs of the regional and national priorities</li> <li>c) Contribute effectively to the strategic direction of your portfolio area to enable the college to meet its strategic objectives, in particular, the adoption of technology for learning and teaching</li> <li>d) Where appropriate lead on cross college and national initiatives</li> <li>e) Identify best practice, from both internal and external engagement, and share across the College</li> <li>f) Lead on the adoption of the College's digital strategy for your portfolio area</li> </ol> </li> <li>2. Academic Organisation and Development             <ol style="list-style-type: none"> <li>a) Carry out the planning of delivery and organisation of courses within your curriculum area, in liaison with the Assistant Principal</li> <li>b) Liaise with the Assistant Principal to plan the curriculum design, including the content of Course Structures, to meet Scottish Funding Council credit guidance and awarding body requirements</li> <li>c) To identify additional resource requirements during curriculum planning and design</li> <li>d) To contribute to quality improvement and enhancement within your curriculum area</li> </ol> </li> </ol>

- e) To liaise with the Assistant Principal to ensure the quality of learning and teaching is monitored and evaluated using a variety of techniques for your curriculum area
- f) To carry out the planning and organisation of Internal Verification for your curriculum area
- g) To liaise with the Quality Department to plan and organise External Verification
- h) To monitor and achieve agreed performance indicators within your portfolio area and identifying effective actions to improve on low indicators

### 3. Staff and Finance Resources

- a) To provide line management to teaching and relevant support staff within your remit (including discipline, grievance and performance management)
- b) To seek advice and follow HR policies and procedures for those you line manage
- c) To contribute to the recruitment and development of staff
- d) To ensure staff are trained and adhere to policies relating to equalities and inclusion, particularly those relating to Safeguarding, Corporate Parenting and Prevent
- e) To carry out Staff Individual Reviews on an annual basis
- f) To monitor the budget for your curriculum portfolio area
- g) To achieve agreed commercial income targets for your portfolio area

### 4. Students

- a) To ensure effective and productive liaison between your curriculum area and support functions including Learning Support, Bursary and Achievement Coach
- b) To seek feedback from students and carry out actions to improve the quality of delivery and student experience
- c) To monitor student destination and progression and shape the curriculum accordingly
- d) To organise and carry out the process for student recruitment and induction
- e) To ensure the duties of the course tutor are allocated appropriately and carried out effectively

### 5. Competency and Behaviours

- a) Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding.
- b) Adopt flexible and innovative working practice to meet the changing needs of the College
- c) Engage externally at an operational level in the regional area, where appropriate, acting as an ambassador for the college
- d) Adopt a coaching style of management demonstrating emotional intelligence
- e) Promote and adopt an entrepreneurial style of management
- f) To conduct yourself at all times in line with our college values and behaviours
- g) Operate as a positive role model for staff
- h) To comply with College Policies and Procedures relating to Staff and Students
- i) To be digitally literate

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6. Specific Areas of Responsibility

- a) Develop and maintain your professional practice
- b) Organise emergency initial cover for sickness absence

Undertake any other duties appropriate for the efficient and effective management of the College as directed by the Assistant Principal.

**The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.**

Signed ..... Date .....  
(Staff Member)

Signed ..... Date .....  
(Line Manager)

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### PERSON SPECIFICATION

**POST:** Curriculum and Learning Manager

QUALIFICATIONS		Essential or Desirable
Qualification at SCQF level 9 or above (or working towards )		E
TQFE or equivalent		D
Professional qualification related to subject area		D
Assessor and Verifier awards		D

KNOWLEDGE		Essential or Desirable
Subject area sector knowledge		E
Borders College Values and Behaviours		D
College sector priorities in Scotland		D

EXPERIENCE		Essential or Desirable
Line management experience		E
Relevant teaching experience		D
Experience of working in subject related sector		D

INTERPERSONAL SKILLS & ABILITIES		Essential or Desirable
Excellent communication skills ( oral and written )		E
Ability to organise work load and manage working time effectively and efficiently		E
Effective presentation skills		E
Ability to work effectively within a team		E

OTHER ABILITIES/QUALITIES		Essential or Desirable
Excellent ICT Skills, particularly use of Word and Excel		E
Ability to work flexibly and respond to changes positively		E
Ability to analyse data		D

