

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Rural skills Development & Partnership Manager
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Post Holder	
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Accountable To	Assistant Principal
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Responsible For	Providing management and leadership of a curriculum portfolio to ensure the curriculum meets the needs of regional and national requirements.
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Department	Rural Skills
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Overall Purpose of Job
<ul style="list-style-type: none"> ● To manage and lead a curriculum portfolio area ● To ensure the curriculum is responsive, flexible and meets the needs of students, employers and Education Scotland ● To lead the commercial development, management and promotion of projects within rural skills.

Main Duties and Responsibilities
<ol style="list-style-type: none"> 1. Strategic and Operational Planning <ol style="list-style-type: none"> a) Maintain effective partnership working with stakeholders and employers at operational level for a curriculum portfolio area 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 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 d) Where appropriate lead on cross college and national initiatives e) Identify best practice, from both internal and external engagement, and share across the College f) Lead on the adoption of the College's digital strategy for your portfolio area g) think creatively and about the growth and development of business to identify opportunities and develop innovative ways to maximise their potential income and impact h) ensure that projects are delivered to a high standard and managed effectively and efficiently 2. Academic Organisation and Development

BORDERS COLLEGE

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- a) Carry out the planning of delivery and organisation of courses within your curriculum area, in liaison with the Assistant Principal
- 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
- c) To identify additional resource requirements during curriculum planning and design
- d) To contribute to quality improvement and enhancement within your curriculum area
- 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

BORDERS COLLEGE

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- 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

6. Specific Areas of Responsibility

- a) Develop and maintain your professional practice
- b) Organise emergency initial cover for sickness absence
- c) Site management and site safety for the Newtown St Boswells Campus

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	E
TQFE or equivalent	D
Professional qualification related to subject area	E
Assessor and Verifier awards	D

KNOWLEDGE	Essential or Desirable
Subject area sector knowledge	E
College sector priorities in Scotland	D

EXPERIENCE	Essential or Desirable
Line management experience	E
Relevant teaching/education experience	E
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