

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Vice Principal Student Experience
Post Holder	Vacant
Accountable To	Principal & CEO
Responsible For	Curriculum Delivery and Student Experience, MIS and Quality, Student Support
Department	Executive Team

Overall Purpose of Job

1. Lead the development and implementation of the College's Skills and Enterprise Strategy.
2. Lead on programme and project management and development opportunities which grow the business.
3. Lead on all quality enhancement and compliance responsibilities.
4. Lead on compliance with statutory duties e.g. PREVENT, Safeguarding, "the Promise".
5. Lead the development of key strategic partnerships that ensures the curriculum offer is responsive and reflective of local and national skills priorities.
6. Provide advice to the Regional Board on all aspects of functions within the remit of the post.

Main Duties and Responsibilities

1. Strategic Management and Planning
 - a. Contribute to the development and implementation of the College's Vision, strategies and annual priorities.
 - b. Attend meetings of the Regional Board and appropriate sub committees, providing Executive leadership for Curriculum Quality and Student Experience Committee (CQSEC).
 - c. Represent the College externally dealing with sector representative funding bodies, quality assurance agencies and government departments and agencies.
 - d. Prepare and implement the College Skills and Enterprise Strategy.
 - e. Act as a member of the College Executive Team with associated collective responsibilities.
2. Leadership of Curriculum Development and Delivery
 - a. Lead the development and implementation of strategies to deliver a demand led curriculum offer which is proactive in meeting the needs of learners and industry.

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- b. Play a leading role in national and local skills alignment and development that requires collaboration and project management across a number of organisations.
- c. Provide strong and effective leadership in the development and design of strategies and related policies to support the continuous improvement of learning and teaching and key services to enhance the learner experience.
- d. Provide inspirational leadership which encourages the adoption of high-quality learning and teaching methodologies, promotes innovation and creativity and the effective use of technology which provides an outstanding experience for all students.
- e. Lead the implementation of a quality improvement and assurance cycle that leads to continuous improvement and development of services which result in improved student outcomes.
- f. Provide leadership for the development of an aligned learner journey from senior phase to degree level in partnership with schools and universities.
- g. Ensure our students support services are aligned to the needs of our students, and comply with legislative requirements.
- h. Attend internal and external meetings as required

3. Leadership, development and improvement of organisational efficiency

- a. Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding.
- b. Ensure all returns and reports required by SFC and other bodies are accurate and produced within prescribed time scales.
- c. Lead the MIS and Student Support functions ensuring an efficient and effective level of service is provided to staff and learners.
- d. Operate the College Performance Review system to monitor and review individuals and departmental performance targets and establish staff development training requirements.
- e. Ensure compliance with College policies, procedures and the implementation of decisions of the College.
- f. Represent the College at appropriate external networking events.
- g. Undertake any other duties appropriate for the efficient and effective management of the College as directed by the Principal and CEO.

4. Personal and Professional Development:

- a. Adopt flexible working methods to meet the changing needs of the College
- b. Develop and maintain quality standards appropriate to the post
- c. Develop and maintain professional standards and expertise by undertaking relevant professional development

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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)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
Degree level qualification (SCQF 11) or equivalent experience	Essential
Teaching qualification	Essential
Leadership & Management qualification or equivalent	Desirable

KNOWLEDGE	Essential or Desirable
College sector	Essential
Project Management	Desirable

EXPERIENCE	Essential or Desirable
Experience of leading curriculum design or quality improvement at a strategic level	Essential
Experience of stakeholder engagement and partnership working	Essential
Strategic leadership in a cross organisational role	Desirable

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Able to lead independently and have the ability to influence at all levels of the organisation.	Essential
Ability to develop positive working relationships with external stakeholders and to promote the College	Essential
Results orientated with a concern for standards and quality	Essential
Creative thinker with an ability to inspire and lead the adoption of innovative practice.	Essential

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Able to plan ahead and anticipate support needs	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential
E-literate and competent in developing, administering and using PC and associated networks and systems.	Essential

Have a strong sense of purpose and the drive to achieve agreed goals	Essential
ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities.	Essential

WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	Essential