

# **BORDERS COLLEGE**

## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Curriculum and Learning Manager – Health and Social Care</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>	<b>Health &amp; Social Care</b>
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### **Overall Purpose of Job**

- **To manage and lead a curriculum portfolio area (Health and Social Care)**
- **To ensure the curriculum is responsive, flexible and meets the needs of students, employers and Education Scotland**

### **Main Duties and Responsibilities**

1. Strategic and Operational Planning
  - 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
2. Academic Organisation and Development
  - 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

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- 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

- 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

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- 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

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/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