

JOB DESCRIPTION
Vice Principal (Curriculum and Attainment)

Section: Executive

Reports to: Principal

Date: January 2016

Purpose

- To work closely with the Principal and other members of the Executive and Senior Leadership team in the development and leadership of Dundee & Angus College.
- To ensure that Dundee & Angus College has effective strategic direction, leadership and management in relation to the delivery of the curriculum
- To support the Principal and Board in achieving innovation and sector leading performance in learning and teaching

Note – Responsibilities include a number of generic responsibilities and duties which apply to all Executive positions and other responsibilities and duties which are specific to this post. Specific duties are shown in italics.

KEY AREAS

1. Leadership
 2. Advice to the Principal and Board of Management
 3. Curriculum Planning and Direction
 4. Leading on the Developing the Young Workforce and STEM
 5. Leading on Innovation and Future Focus
 6. Health, safety and well-being
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Summary of Duties

1. Leadership

- To hold senior responsibility for -
 - Learning and teaching
 - Management of curriculum staff
 - Deployment of curriculum staff
 - Leading and developing Sector Managers
- Together with the Principal and other members of the Executive to provide effective and inspiring leadership in relation to the management of the curriculum
- To demonstrate professional standards and actively engage in continuing professional development
- To promote equality and diversity in all aspects of College provision and service

2. Advice to the Principal and Board of Management

- To provide strategic guidance, and performance reports on -
 - Learner performance
 - Learner satisfaction
 - Innovation in learning and teaching
 - Articulation and HE
 - Curriculum planning
 - Employer engagement
 - Efficient management of learning and teaching
 - Curriculum and partnerships
 - ROA KPis
 - Health & Safety
 - Schools/DYW
- To support the operation of the Board of Management Learning, Teaching and Quality Committee
- To participate in regular Board of Management meetings and sub-committee meetings, as well as Board of Management Development sessions

3. Curriculum Planning & Direction

- To ensure the Curriculum portfolio is relevant and meets the needs of employers
- To allocate and monitor credit targets across the curriculum areas
- To provide inspiring leadership and to motivate, support, challenge and develop staff to achieve curriculum improvement
- To lead and manage intervention strategies to improve performance
- To support the development of commercial income and external relations activities.
- To work as a member of the executive team in relation to all aspects of strategic planning and college management.
- To ensure college strategy is reflected in the operational plans of own areas of responsibility
- To play a lead role in the development and implementation of the College's strategies, policies and procedures in key areas as appropriate.
- To ensure effective communication between staff and managers across key areas of responsibility and across the College in general.
- To lead and/or contribute to cross-college projects and initiatives as requested by the Principal
- Work with managers to develop a culture of continuous quality enhancement and student centred ethos

4. Leading on the Developing the Young Workforce and STEM

- To play a lead role in the DYW Board for Dundee and Angus
- To work in partnership with schools and employers to ensure the success of the DYW strategy
- To ensure that the STEM agenda is promoted and embedded in all curriculum activity

- To promote improvements in inclusion, equalities and gender balance
- Ensure all staff participate in relevant CPD and keep abreast of relevant regulations and developments

5. Leading on Innovation and Future Focus

- To inspire a culture of innovative learning and teaching
- To lead on the development of the D and A Attributes and promote wider achievement
- To develop and nurture excellent practise in learning and teaching
- To ensure succession planning and talent management is in place for curriculum staff
- To advise on estates development to modernise the learning process
- To represent Dundee & Angus College on external groups and committees relevant to areas of expertise and responsibility.
- To continually acquire knowledge with respect to ongoing change and developments in own professional field.

6. Health, safety & well-being

- Ensure all tasks are carried out in accordance with the College health and safety policy and procedures to maintain a safe working environment.

Notes on Duties and Responsibilities

The duties and responsibilities on this job description are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

From time to time some or all of your working time may be assigned to projects supported by European Funding.

Salary: £82,000

It should be noted that this post is a senior designated post and as such is not covered by collective bargaining arrangements. Salary is set and agreed by the Board.