

**WILTSHIRE COLLEGE & UNIVERSITY CENTRE****JOB DESCRIPTION**

<b>Job Title</b>	Executive Director of Curriculum & Salisbury Campus
<b>Salary</b>	From £57,767
<b>Location</b>	Salisbury (with travel to other campuses)
<b>Reports to</b>	Deputy Principal, Curriculum & Quality

**1. Job Purpose**

1. The primary purpose of this role is to provide outstanding strategic and operational leadership for curriculum and a specified campus. The post holder will be a member of the senior leadership team (SLT)
2. To ensure that the work of the faculties and campus is managed, developed and reviewed in accordance with College policies and procedures to attain the highest standards of quality performance.
3. Take a leading role in the day to day running of the campus, to include, but not limited to, supporting a range of curriculum staff and students, supporting staff and student pastoral care activities and taking ownership of the physical and social environment of the campus.
4. To ensure that the campus is managed, developed and reviewed in accordance with College policies and procedures to attain the highest standards.
5. To support the development and delivery of focused and ambitious strategic and operation plans for the campus and take a leading role in the promotion of the campus and its curriculum both internally and externally
6. Provide and analyse relevant management information relating to the local campus context.

**2. Main Duties and Responsibilities**

7. To be accountable for the development and delivery of focused and ambitious strategic and operational plans curriculum and the campus.
8. To be the external ambassador for the campus liaising with external strategic bodies including employers and partners for the benefit of curriculum, students, and the community.
9. To ensure that the highest standards of Health and Safety and Safeguarding.
10. To work closely with industry to be aware of innovation and developments in the external environment.
11. Ensure the curriculum offer meets the changing needs of employers and students through consultation with employers and industry bodies.
12. To lead on the development of new partnership arrangements where appropriate i.e. schools, local authority, links with business.
13. To manage, develop and review the curriculum within the faculties in accordance with College policies.

14. To line manage Heads of Faculty and other posts as appropriate to the campus.
15. To implement all College policies and procedures relating to the management of teaching, learning and assessment and quality improvement.
16. To raise the profile and promote the College's curriculum offer across social and business communities, developing and delivering a curriculum offer that is attractive to students including, 14-16, 16-18, Adult, Apprenticeships, Higher Education and Full Cost activities.
17. To ensure the monitoring of student performance such as recruitment, retention, attendance, behaviour, progression, achievement and success are effectively managed and monitored and that appropriate records are kept.
18. To contribute fully to the College curriculum planning processes and growth targets.
19. To operate within agreed budgets ensuring that the faculties contribution targets are achieved.
20. To ensure that all quality improvement, quality assurance and self-assessment activities are fully embedded and add value to all courses.
21. To support undertaking of a programme of observations of teaching, learning and assessment for the curriculum.
22. To take a lead role in the College meeting all its Care Standards obligations for residential accommodation.
23. To work closely with the residential accommodation services managers in the day-to-day management and ensuring the efficient operation of student accommodation.

### **3. To undertake a general management role on behalf of the Faculties**

24. To lead the self-assessment process, updating of quality improvement plans and contribute to the quality resource review programme.
25. To ensure that actions identified in the department self-assessment process and in other quality improvement plans are implemented within the allocated resources.
26. To lead on the allocation of resources in line with the faculty and campus financial budget.
27. To undertake appraisals and probationary reviews for staff and support staff in follow up activities.
28. To ensure that all College HR strategies and policies, such as: managing absence, supporting and developing staff, and addressing initial grievance and disciplinary issues are followed.
29. To lead the recruitment and selection process of staff as required.
30. To work with the marketing and admissions teams to ensure that programmes and services within the department are appropriately promoted.

### **4. Other Duties**

31. To lead by positive example and be a role model for your team.
32. To comply with and promote all College policies and procedures.
33. To be responsible for safeguarding and promoting the welfare of students.
34. To ensure health and safety and risk assessment procedures are followed across the departments.
35. To engage in professional development and networking for the purpose of continuous professional development.
36. Travel and work away from the College as may be required.
37. To undertake such other reasonable duties as may be required.
38. Evening/weekend working as required. For example, lambing weekends, open events and parents evening.

**PERSON SPECIFICATION (E = ESSENTIAL D = DESIRABLE)**

<b>Method of Assessment</b> The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	<b>Essential or Desirable</b>	<b>Application Form</b>	<b>Interview</b>
<b>Qualifications</b>			
To hold a minimum level 4 qualification in the appropriate subject and/or significant experience in relevant area	<b>E</b>	<b>X</b>	
To hold an appropriate land based professional qualification to level 5 or above	<b>D</b>	<b>X</b>	
To be a qualified teacher with substantial teaching experience in an appropriate subject area	<b>E</b>	<b>X</b>	<b>X</b>
To have a minimum level 2 (GCSE C / 4) in literacy and numeracy	<b>E</b>	<b>X</b>	
Commitment to and evidence of CPD	<b>E</b>	<b>X</b>	<b>X</b>
<b>Knowledge / Previous Experience / Skills / Ability</b>			
Proven experience of successful leadership.	<b>E</b>	<b>X</b>	<b>X</b>
Knowledge of current issues and future trends impacting on FE and HE in Land based including a good knowledge of funding streams. and the programme of study.	<b>E</b>	<b>X</b>	<b>X</b>
Demonstrate a proven track record of effective curriculum planning and business development, including student success, learner progression and growth and resource management, including reviews of course viability and staff utilisation	<b>E</b>	<b>X</b>	<b>X</b>
Experience of achieving a targeted financial return.	<b>E</b>	<b>X</b>	<b>X</b>
Proven experience of effective time management and workload prioritisation	<b>E</b>		<b>X</b>
Ability to network and influence key partners through positive interactions to develop collaborative working relationship with partners, colleagues and employers.	<b>E</b>	<b>X</b>	<b>X</b>
A strong commitment to improving Health and Safety across the land based sector through education and training.	<b>E</b>	<b>X</b>	<b>X</b>
A willingness to promote and support growth in residential accommodation.	<b>E</b>	<b>X</b>	<b>X</b>
Experience of Ofsted Care Standard inspection.	<b>D</b>	<b>X</b>	<b>X</b>
<b>Personal Attributes</b>			

Be student focused and strive for constant improvement in the student experience	E	X	X
Lead by positive example setting the highest standards and expectations with all staff	E	X	X
Flexibility in approach	E	X	X
Enthusiasm for developing and delivering new curriculum initiatives	E	X	
An interest in developing links with employers, schools and local businesses to enhance the College reputation and deliver growth in student numbers.	E		X
Excellent interpersonal and communication skills	E		X
Strong leadership and organisational skills	E		X
Ability to lead teams and implement change	E	X	X
<b>Further Requirements</b>			
An awareness of the importance of developing relevant commercial activities	E	X	
Willingness to undertake First Aid Training if required	E		X
An understanding of and commitment to Equality, Diversity and Inclusion	E		X
An understanding of Safeguarding and a commitment to creating a safe learning environment	E		X

In addition to the candidate's ability to perform the duties of the post, the selection process will also explore issues relating to safeguarding and promoting the welfare of children.

Notes:

This job description outlines the main duties and key performance outcomes of the role. It is not exhaustive and may be varied by the College following consultation with the post holder. The job description, duties and key performance outcomes must be reviewed annually with the line manager and amendments approved by a member of the Senior Leadership Team.