

Head of Curriculum – Application Pack

Welcome from the Principal

Dear Applicant,

I am delighted that you are considering applying for the role of Head of Curriculum at Lews Castle College UHI.

We have been making significant changes to our strategies, structure, systems and processes over the past year. This new role will be pivotal in driving forward the further changes we want to make to match our renewed energy and determination. We are on a journey to create a learning and teaching environment that will testify to the very best our combined talents can sustain and your contribution to that will be crucial.

Reporting to and working closely with the Depute Principal, the Head of Curriculum will contribute to learning and teaching as well as quality assurance and enhancement strategic developments. You will work with your reporting managers as well as colleagues from other agencies to develop and deliver a curriculum that is relevant to current and future needs and one that is challenging, developmental and supportive to and for learners.

You will find the multi-dimensional nature of this post stretching at times, but this will be within the capabilities of an experienced, enthusiastic, committed and successful existing manager in further and higher education. You will be well supported by your senior management and other colleagues and the positive relationships you will develop more broadly in and around the College business will undoubtedly make your role more rewarding and effective.

I wish you well in your application. If you would like to have an informal chat about the post please get in touch with Hannah Ritchie-Muir, Depute Principal (Hannah.Ritchie-Muir@uhi.ac.uk) in the first instance.

Deagh dhùrachd
Sue Macfarlane
Interim Principal and Chief Executive



Lews Castle College UHI

The College sits in the grounds of Lews Castle in Stornoway and was established in 1953. We are one of the smallest incorporated colleges in Scotland delivering education, skills and training to learners across the archipelago of the Outer Hebrides. We are a proud and proactive member the University of the Highlands and Islands.

The College operates from four island locations. Our main campus is in Stornoway, on the Isle of Lewis, and we have smaller learning centres located in Lochmaddy on North Uist, Lionacleit on Benbecula and Castlebay on Barra.

We are also developing an additional facility, Cnoc Soilleir, located in South Uist. Cnoc Soilleir is a significant joint venture between Ceòlas Uibhist and Lews Castle College UHI. Cnoc Soilleir will be a major focal point for the celebration and promotion of the community's Gaelic cultural heritage. The first phase, containing state of the art learning facilities for the entire region and funded by Scottish Government's RCG Fund and HIE, will open January 2022.

Lews Castle College UHI enrolls around 1400 students each year and offers further and higher education programmes from SCQF level 3 to 12. We deliver programmes through a mix of in-person, blended and remote methods and we are a major employer in the region with 130 staff across our sites.

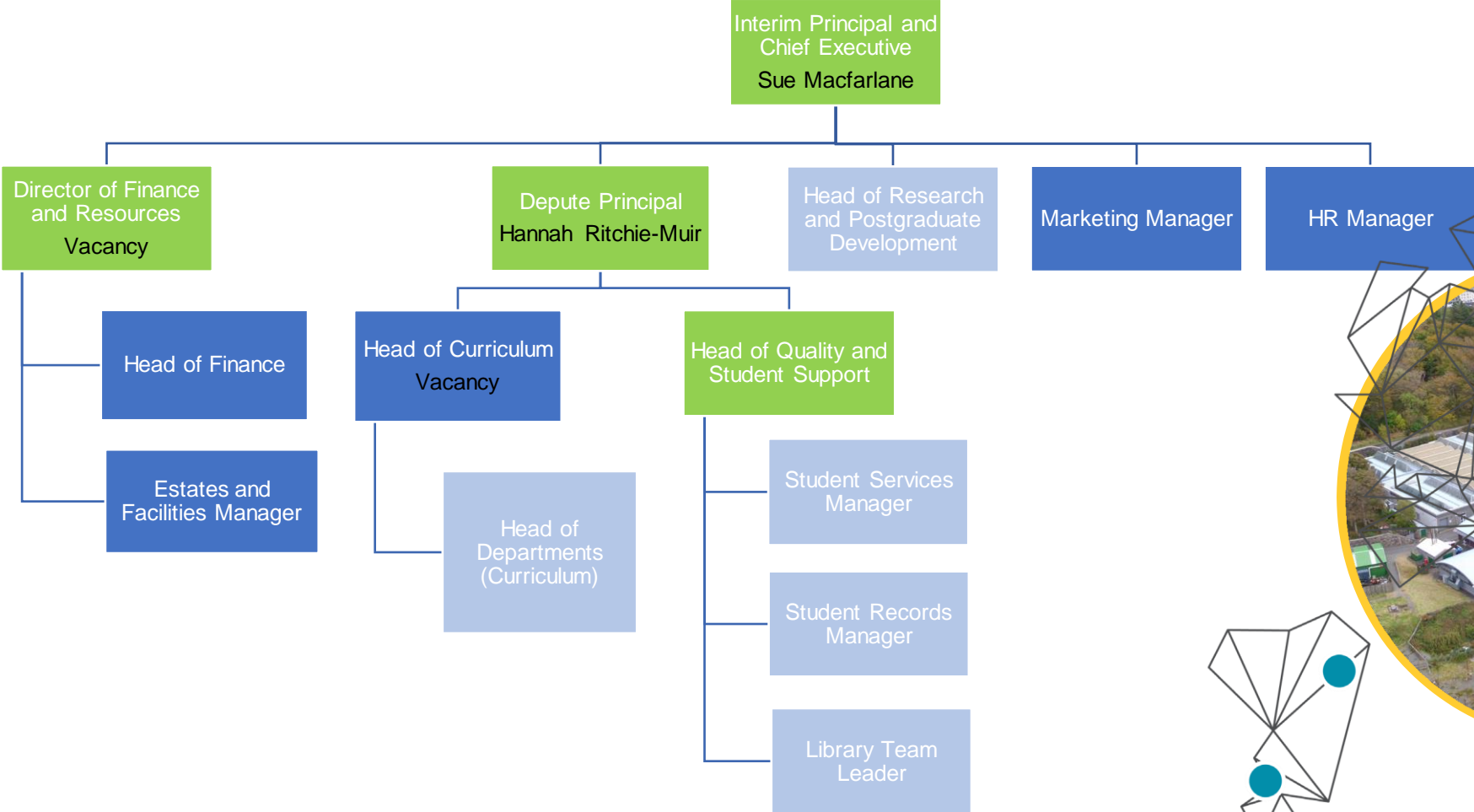
Our programmes are delivered in schools, in the College campus and learning centres, the workplace and remotely via our virtual learning environment Brightspace. We co-deliver programmes through networks with other UHI academic partners and we are currently the lead partner for six UHI degrees. Our ambition to extend and excel are set out in our 2021- 24 curriculum strategy and realising this strategy's aims and objectives will be key to our future success and development.

Gaelic is at the heart of community life in the Outer Hebrides and Lews Castle College UHI has a central role in reflecting that identity. The Western Isles community is home to the highest concentration of Gaelic speakers in Scotland. As the only tertiary education provider in the Western Isles the College is uniquely placed to vitalise Gaelic within our communities, and we do so guided and supported by the National Gaelic Language Plan 2018-2023.

Research is a key aspect of our activity and our geographic location presents us with the ideal context within which to develop our work in energy and sustainability. We will host a new Centre for Online Research and Education – an initiative that will much more effectively enable us to draw together our highly acclaimed research in learning and teaching. Other areas of current research activity include marine energy, sustainable development, archaeology, Gaelic, and pedagogy.

Lews Castle College UHI – Management Structure

Key: Executive Leadership Team (ELT)
 College Management Team (CMT) + ELT



The Board of Management

Meet the current [Board of Management](#)

The Board and the Principal and Chief Executive are responsible for setting the strategic direction of College business and for ensuring its financial viability. Board members are enthusiastic islanders committed to the life and welfare of the place in which they live and work. They bring their specialist skills and knowledge to their roles in support of a College that is a vital part of the economic and social infrastructure of the Outer Hebrides.

Our vision

From the local to the global – Lews Castle College UHI will deliver excellent learning and teaching, research and enterprise.

Our mission

Lews Castle College UHI will play a key role in the development of the region, providing excellence in education, training and skills for its people, employers and communities.

Our values and behaviours

Leadership, fairness, excellence and accountability

The Vacancy:

Job Title: Head of Curriculum

Salary: £56,851 (plus Distant Islands Allowance of £2,265) per annum

Hours: 35 hours per week

Contract type: Full time, Professional Services

Holiday entitlement: 31 days flexible leave (plus 14 set Public Holidays/College closures)

Location: Stornoway Campus (the successful candidate is expected to live within reasonable travelling distance from their normal place of work)

Pension: LGPS

Other Rewards:

We offer a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our staff make to our success and growth and include flexible working opportunities, cycle to work and childcare benefit schemes.

LinkedIn Learning is available to all staff free of charge. This online training resource has a vast array of training videos for both personal and professional development and you can build playlists for yourself, teams and colleagues to provide tailored and focused development. Microsoft Office 365 is freely available for business use to all staff with a @uhi.ac.uk email account.

How to apply

Please complete the application and equality monitoring form provided. Please note CVs will not be accepted. Please return to lehr@uhi.ac.uk.

Closing date 4pm on Monday 7 June 2021.

Selection

Interview

Interview and internal stakeholder group discussion will be conducted remotely using Cisco Webex Teams. A presentation and written task will also be required.

Protection of Vulnerable Groups

This post requires PVG scheme membership.





University of the
Highlands and Islands
Lews Castle College

Oilthigh na Gàidhealtachd
agus nan Eilean
Colaisde a' Chaisteil

Job Description

TITLE: Head of Curriculum

SALARY: £56,851 (plus Distant Islands Allowance £2,265) per annum

LOCATION: Lews Castle College UHI - Stornoway Campus

REPORTING TO: Depute Principal **DATE:** May 2021

JOB PURPOSE:

The primary purpose of the post is to lead and manage the operational planning, development and delivery of the College curriculum, ensuring a quality enhancement approach to learning, teaching and assessment. You will work with colleagues across the organisation to deliver excellent support for learning and a high-quality student experience.

The post holder is responsible for working with key partners and stakeholders to ensure the College provides a fully tertiary, viable curriculum that meets local, regional and national needs and which is accessible to the communities and individuals we serve. This includes specific responsibility for school liaison and for the development and delivery of a technology-enabled, networked curriculum.

RESPONSIBILITIES:

- Contribute effectively to the College's strategies for curriculum, learning and teaching and student engagement and support;
- Provide effective management and development of the curriculum and its staff;
- As a member of the College Management Team, contribute effectively to the strategic development of the College through active and effective participation in College and UHI networks and groups;
- Lead and manage the planning, development and delivery of a dynamic, demanded and high-quality curriculum in line with current and emerging employer and stakeholder needs across all areas and delivery centres of the College;
- Lead the quality enhancement of the curriculum to ensure high quality learning and teaching, excellent student engagement and successful learners;
- Working with other College managers, lead the development and application of digital technologies for learning and teaching across all College centres;
- Ensure that provision and processes within teaching departments meet the relevant quality assurance standards;
- Ensure that teaching department staff comply with College processes and deadlines to the required standard;
- Produce, act upon timeously and report on key performance monitoring analytics;
- Produce the annual curriculum operational plan and ensure the effective delivery of all agreed curriculum objectives; and
- Ensure effective performance management of curriculum staff.



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CRITERIA

The post holder should be able to provide evidence of all or most of the following:

ESSENTIAL:

- Degree or professional equivalent level qualification;
- Teaching qualification;
- Minimum of 3 years curriculum leadership;
- Contributing to strategy and policy relating to curriculum and student success;
- Understanding of key issues, policies and initiatives relating to the further and higher education sector;
- Experience of line management that demonstrates ability to develop and manage a highly performing team;
- Effective course and programme leadership and management;
- Experience of developing curriculum plans and resources;
- Experience of working across qualification frameworks and types;
- Experience of effective quality assurance and quality enhancement activity;
- Proven track record of developing and delivering effective learning, teaching and assessment;
- Experience of developing interesting and innovative practice;
- Experience of working with marketing colleagues to promote effectively courses and programmes;
- Working with partners and stakeholders to plan and deliver curriculum;
- Collaborative working across College functions to plan and deliver effective student support;
- Effective operational and curriculum planning to the achievement of agreed targets and KPIs;
- Proven track record in developing and delivering on commercial contracts;
- Proven track record in meeting agreed targets and timelines;
- Experience of staffing and curriculum related budget setting and monitoring;
- Experience of presenting complex data, information, advice and guidance to differing groups of staff, students and stakeholders;
- Evidence of appropriate digital skills;
- Excellent analytical, problem-solving, interpersonal, written and oral skills;
- Knowledge and understanding of health, safety, equalities and wellbeing developments and their applications across curriculum.

DESIRABLE:

- Postgraduate qualification;
- Ability to speak/read/write Gaelic;
- Health and Safety qualifications;
- Experience of planning for and/or participation in Education Scotland/QAA activity;
- Experience of working within the tertiary education sector.

Supporting Information

College Strategies

[LCC UHI College Strategy 2020-25](#)

[LCC UHI Curriculum Strategy 2021-24](#)

Further Information Links

[Lews Castle College UHI](#)

[Cnoc Soilleir](#)

The Outer Hebrides


The Outer Hebrides have a distinct culture and offer a unique way of life. People tend to value and engage enthusiastically with the cultural uniqueness of their islands and have a long history of welcoming warmly those who choose to join them.

According to the latest ONS data the Outer Hebrides is the best place in Britain to live and work. Unemployment is almost half that of the UK as a whole and there are high levels of satisfaction with work/life balance - that coupled with stunning views as well as lots of beautiful nature! There are more than 7,500 fresh-water lochs in the Outer Hebrides and, despite its latitude, the Gulf Stream dominates the climate meaning the region is comparatively mild.

There are boat trips available to islands such as St Kilda, The Flannans, The Shiants, The Monachs, and Mingulay where you will have the opportunity to observe spectacular birdlife and marine life. There are watersports, such as kayaking, coasteering, surfing, sup, snorkelling and wild swimming to enjoy.

Islanders are spoiled for choice when it comes to cycling or hiking trails. There are many of varying degrees of difficulty and there is also the long distance Hebridean Way which spans ten islands and 156 miles.

Scottish Gaelic is still a predominately spoken language with more than half the population fluent. Because of that six primary schools teach lessons in both English and Gaelic. The Outer Hebrides has a close-knit community of schools, with many being amongst the most remote in the UK. Western Isles Council is responsible for four secondary schools across the islands with enrolments of around 1,000 (The Nicolson Institute in Stornoway), 260 (Sgoil Lionacleit in Benbecula), 190 (Sir E Scott in Tarbert) and 50 (Castlebay Community School in Barra) (see [Western Isles Schools](#)).



The Outer Hebrides is one of the safest places to live in Scotland and offers great, open spaces, a chance to learn about Gaelic language, culture and music, and take part in a fantastic range of sports clubs and creative arts activities.

Home buying on Lewis

[Derek Mackenzie Solicitors and Estate Agents](#)

[Hebridean Estate Agency](#)

[Ken Macdonald Properties](#)

[Maciver Teale](#)

[Western Isles Properties](#)

[Western Isles council tax bands](#)

Healthcare in Stornoway

[NHS Western Isles](#)

[The Group Practice - GP services in Stornoway](#)

[Broadbay Practice - GP services in Stornoway](#)

