west lothian college

JOB DESCRIPTION

POST TITLE	**Learning & Skills Manager**
FACULTY / AREA	**Care, Health and Sport**
RESPONSIBLE TO (Post Title)	**Director**

JOB PURPOSE

Management of curriculum portfolio within the Faculty to ensure the curriculum is inclusive, high quality and dynamic. Supporting the Director in achieving the goals of the Faculty's operational and strategic plan.

To oversee own curriculum area to ensure student success through effective delivery, guidance and support, commercial activity as well as managing all the resources within that area. Provide leadership for staff and ensure sufficient opportunities for development.

MAIN DUTIES / RESPONSIBILITIES

Team Leadership

- Oversight of the delivery of a wide range of courses to meet student needs within own curriculum portfolio.
- Provide creative and responsive management of a defined curriculum portfolio that will deliver the best possible learning experience and create a culture in which staff can thrive.
- Support and manage staff in relation to all matters relating to student outcomes – recruitment, retention, attainment and progression.
- Lead and manage staff within own curriculum portfolio.
- Support the Director in establishing and maintaining effective relationships with stakeholders.
- Promote a culture which encourages creativity and innovation, ensuring that best practice is shared within the team and wider college.

Quality Assurance

- Support the Director to ensure that college quality assurance and improvement processes are implemented effectively, ensuring that the quality standards and accreditation processes of awarding bodies are understood and met.
- Lead their team's self-evaluation processes to ensure continuous improvement and progress on the themes of 'Lead their team's self-evaluation processes to

ensure continuous improvement and progress in line with the Tertiary Quality Enhancement Framework (TQEF)'

- Ensure that an effective process is in place for reviewing courses and that actions are collated and acted upon, as part of a suite of student engagement initiatives.
- Support lecturing staff and the college Quality Team in relation to external verification.
- Coordinate and support the college's Internal Verification process in an effective and efficient manner.

Learning & Teaching

- Plan, prepare and deliver an agreed level of timetabled teaching.
- Influence and contribute to Faculty curriculum planning and design using relevant labour market intelligence and policy drivers to ensure that progress against these are made and reported.
- Oversee curriculum requirements to meet student needs including work placements, employability opportunities, student guidance and essential skills as required.
- Deliver curriculum processes in line with college policies and procedures for example, timetabling and management of complaints.
- Ensure that all learning and teaching resources for the curriculum portfolio are appropriately developed, reviewed and evaluated in line with the college and/or Faculty requirements.
- Ensure that innovative approaches to pedagogy are utilised, including the use of digital technologies.
- Act as a mentor for new members of staff, ensuring that they are effectively inducted and supported.
- Develop and manage effective relationships with employers, partner organisations and awarding bodies.

Performance Management

- Promote performance through effective people management approaches, including engagement with the Personal Learning Plan (PLP) process.
- Set targets for student recruitment and attainment for curriculum portfolio and monitor progress with the team throughout the year.
- Work with other members of the Management Team to effectively monitor, benchmark and review student performance within the Faculty and manage actions to optimise student success rates and minimise student withdrawal.
- Participate in the development of a comprehensive curriculum plan, engaging with curriculum team on this and its delivery.
- Support teaching staff in the management of student discipline, acting as first line referral for behaviour and conduct issues.

Resource Management

- Ensure staffing and room utilisation is optimised to support and promote a positive student experience.
- Assist the Director in the allocation of resources, materials and equipment within the designated Faculty to support the learning and teaching process.
- Ensure that Curriculum team results and registers are entered correctly and timeously.

Staff Support and Development

- Liaise with the Director to coordinate the work of Faculty staff, through communication, motivation, monitoring and support.
- Support the Director in the development and deployment of staff and, where appropriate, with reference to Lecturers' Professional Standards.

General Activities

- Participate in cross-college work as required by senior staff.
- Understand and comply fully with the requirements of regulatory frameworks for colleges including the Data Protection Act.
- Ensure the health & safety of staff and students in all aspects of college activity, which may include the creation and review of risk assessments for Faculty activities.
- Participate in college recruitment events.
- Undertake Duty Manager responsibilities for the college site as required.

RESPONSIBLE FOR

Curriculum and support staff within the curriculum portfolio.

EDUCATIONAL / VOCATIONAL QUALIFICATIONS REQUIRED

ESSENTIAL

- SCQF Level 9 qualification
- Evidence of Continuous Professional Development

DESIRABLE

- Teaching qualification
- Management Qualification

SKILLS REQUIRED

- Organisation skills to ensure effective and efficient use of resources.
- Excellent written and verbal communication skills.
- Ability to support and develop quality improvement.
- Effective management and support to staff.

EXPERIENCE REQUIRED

- Relevant experience of curriculum delivery.
- Knowledge of qualifications within the broad curriculum area of the Faculty.
- Proven experience of innovation and development of successful methodologies in support of learning.
- Proven record of evaluative ability, to recognise areas for improvement and plan for excellence.
- Demonstrable curriculum design and planning experience.

This job description is a summary of post duties at the date of preparation. The summary of duties stated is neither exhaustive nor exclusive. Post requirements may change and evolve over time. Consequently a post holder may be required to carry out other duties to the equivalent level that are necessary to fulfil the purpose of the role, and to respond positively to changes in business needs.