



## JOB DESCRIPTION

<b>Job Title: Head of Curriculum</b>	<b>Grading: Promoted Lecturer (PL3)</b>
<b>Section: Curriculum Management</b>	<b>Reference:</b>
<b>Reporting to: Elaine Munro</b>	
<b>Reporting to the position:</b> Depute Principal	
<b>Interface with:</b> All College Sections/Directorates, Members of Board of Management, Statutory Bodies, UHI, outside agencies, general public	
<b>Approved by:</b>	<b>Date:</b>
<b>Signature of Post Holder:</b>	<b>Date:</b>

### Duties and Responsibilities:

#### Purpose of Job

To support and advise the Depute Principal in the development of all aspects of the College's strategic and academic leadership of learning, teaching and of the overall student experience within the College. To provide high quality Line Management to Curriculum Leads.

#### Key Duties and Responsibilities

1. To provide high quality line management and direction to a small team of curriculum leads and to create an environment which enables curriculum leads to develop and achieve their potential through professional review and development activity.
2. To lead and promote curriculum planning, change and development. Reviewing, identifying, evaluating and submitting appropriate proposals to SMT for changes to programmes of study.
3. To support the Depute Principal in exploring closer collaborative working with other UHI Partners/Colleges to ensure that our curriculum remains strategically and academically strong and also retains financial sustainability.
4. Draft and agree an annual Curriculum budget, and control and monitor it in conjunction with the Finance Director/Depute Principal.

5. Play an active role in networking with UHI and other academic institutions with a view to leading the College in the development of learning and teaching strategies in line with the UHI Learning and Teaching Strategy.
6. Advise the Depute Principal and the Principal on the strategic deployment of learning and teaching resources across the College, including responsibility for the annual curriculum review and the achievement of the College's credits target.
7. Provide a leading role, working closely with colleagues, in the College's external engagement activity with a wide range of stakeholders, as directed by the Depute Principal.
8. Monitor, review and evaluate progress against targets set by SMT for retention & attainment KPIs/credits.
9. Design activities which develop the promotion of equality within the curriculum.
10. To work closely with the Head of Marketing & Communications in the implementation of effective student engagement strategies and to lead Curriculum Staff in effective student engagement activities.
11. Work closely with the Depute Principal to ensure that the Curriculum areas plan and co-ordinate activities which proactively seek to meet HMIE improvement requirements.
12. Lead Stage 2 – formal appeal process – within the FE Academic Appeals Policy.
13. Any other duties assigned, in line with the requirements of the role.

This is a description of the job as it is presently constituted. It is normal practice to periodically review job descriptions to ensure that they are relevant to the job currently being performed and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by the line manager and employee and you are expected to participate fully in such discussions. In all cases, it is Argyll College's aim to reach agreement to reasonable changes but, where it is not possible to reach agreement, Argyll College reserves the right to make reasonable changes to your job description which are commensurate with your appointment after consultation with you.