

JOB PORTFOLIO

ASSISTANT PRINCIPAL STUDENT EXPERIENCE

Function Overview

Student Experience encompasses the provision of all services for students including student recruitment & admissions, guidance, pastoral support, funding, wellbeing, widening participation and learning & disability support.

Senior Management Team

- To be an active member of the Senior Management Team (SMT).
- To ensure the delivery of College strategic priorities in line with the College Strategic Plan.
- To work in conjunction with Executive and SMT colleagues to ensure effective management of College resources.
- To ensure effective budgeting and resource planning.
- To lead on operational planning for Student Experience, and drive the operational planning process for the team.
- To engage in strategic decision making.

Student Recruitment & Admissions

- Oversee the management of the student journey from course information, application, through to course offers, enrolment and course completion.
- Lead and Chair the College Admissions Group.

Learning Development Tutors (LDT)

- Oversee the management of the LDT's, ensuring the team works collaboratively with curriculum colleagues to enhance the student learning experience to improve attendance, raise attainment and aid progression.

Student Safeguarding, Wellbeing and Counselling

- To be the College safeguarding strategic lead.
- Lead and Chair the College Safeguarding Steering Group.
- To manage safeguarding services.
- To manage student wellbeing provision.
- To manage College student counselling services.

Student Support and Guidance

- To ensure appropriate student specialised learning and support services.
- To ensure appropriate student career advice, guidance and progression.
- To ensure excellent College front line reception services.

Student Funding

- Manage and oversee the Scottish Funding Council (SFC) student funding, and associated audits.
- To ensure services are effectively managed to offer student funding advice.
- To ensure students are fully supported through the funding application process.

Widening Participation

- Represent the College on strategic partnership groups.
- Oversee the management of the College's School College Partnership (SCP) provision and associated events.
- Manage partnership arrangements with local authorities, schools, Skills Development Scotland (SDS), Developing Young Workforce (DYW) and other relevant partners.
- Oversee and support school pupil transition to College mainstream and specialised SCP courses and support on campus.
- To ensure the quality of SCP offer and delivery models.
- To support Care Experienced students progressing to and through College.
- Oversee the Corporate Parenting Plan.
- Oversee the Armed Forces Covenant.
- Oversee the British Sign Language (BSL) Action Plan.
- Ensure all minority groups and vulnerable students are supported.

Edinburgh College Student Association

- To work in partnership with Edinburgh College Student Association (ECSA) to promote student advocacy.
- To promote and encourage the use of the student voice to influence positive change within the College.
- To support the ECSA Partnership Agreement.

People Management

- Lead, manage and motivate the Student Experience Managers to ensure positive student support outcomes.
- Setting clear direction and achieving outcomes aligned to the College's strategic priorities.
- Ensuring teams manage resources in a proactive, efficient, effective and sustainable way, focusing on continuous improvement and added value for our students and staff.

The above is a non-exhaustive summary of the portfolio for this role. The portfolio is subject to change as the post evolves.