

JOB DESCRIPTION

POST TITLE: Vice Principal - Learning, Teaching and the Student Experience

JOB SUMMARY: The postholder may be required to deputise for the Principal & Chief Executive representing the College at both internal and external fora, will maintain effective relationships with local, regional and national agencies/stakeholders and develop effective relationships with employers and the Scottish and UK Governments.

Job Purpose

As part of the Senior Leadership Team the Vice Principal – Learning, Teaching and the Student Experience will work with the Principal to ensure the College:

- shapes and develops its curriculum and associated services to ensure they address identified skills needs and are aligned with the agreed strategic aims of the Board of Management (the Board) and the Lanarkshire Regional Strategic Body;
- delivers the highest standards of learning and teaching, using innovative approaches and technologies where appropriate;
- monitors and evaluates performance and executes effective enhancement planning within a culture of continuing quality improvement;
- provides effective learner support, community services and management of information systems relating to learner activity;
- implements effective initiatives to optimise retention and outcomes for all its learners; and
- has effective services to support learning in place for all students.

Main Duties and Responsibilities

The main responsibilities of the post holder include:

- Provide visionary and engaging strategic leadership and planning to the organisation, for the areas of responsibility of this role.
- Oversee the development of a curriculum which:
 - establishes sustainable learning pathways in response to the needs of employers, learners, partner educational institutions and the communities which the College serves;
 - facilitates and maintains these pathways by securing tangible benefits from productive employer relationships, educational and community partnerships; and
 - supports Scottish Government post-16 education, lifelong learning, economic strategies and policies; and
 - offers full cost recovery training opportunities for those learners or businesses able to access it.
- Provide leadership to ensure that learners are appropriately supported and are engaged as co-creators of learning.
- Ensure learners have a voice within the College by implementing and maintaining effective engagement and communication processes.

- Promote the use of innovative techniques and digital approaches to learning, teaching and assessment to ensure a high-quality learning experience.
- Embed, through a focus on quality enhancement, an ethos of success, fostering high aspiration, ambition and levels of retention and attainment, promoting positive progression by learners at all levels.
- Lead the College self-evaluation and reporting process aligned to Education Scotland How Good Is Our College? (HGIOC) framework to inform effective enhancement planning.
- Ensure efficient and cost-effective deployment of teaching staff and utilisation of resources for curriculum delivery.
- Transforming the way in which the College uses information, data, and knowledge by developing organisational intelligence through dynamic access to effective analytics, insights and, where possible, predictive analytics.
- Promote innovative approaches to improve learner retention and attainment.
- Develop and deliver student support services
- Work collaboratively with New College Lanarkshire and in partnership with the Lanarkshire Regional Board to develop learning and teaching policies and strategies for the Lanarkshire Region.
- Support the work of the Curriculum, Quality and Development Committee to enable it to discharge its remit effectively.
- Demonstrate a commitment to public sector values.
- As a member of the Senior Leadership Team, support the effective governance and management of the College, by the development and implementation of robust planning, monitoring and review frameworks which provide confidence in the leadership and management of the College.
- Support the development of a culture based on shared values, vision and principles which enhances the reputation of the College with learners, partners and stakeholders through positive behaviors and attitudes.
- Benchmark functions against best practice within and outwith the sector and oversee the development of improved policies and procedures, systems, processes and working practices to ensure services are innovative, high quality and cost-effective.
- Promote fair access and equity for all, advancing equality and diversity in all aspects of College operations.
- Develop talent, inspire innovation and create organisational capacity by encouraging continuing professional development to ensure all staff achieve their full potential.
- Comply with the requirements of the regulatory framework for the College, both as a service provider and an employer, in particular the Data Protection Act, the UK General Data Protection Regulations and the Freedom of Information Act.
- Ensure the Health and Safety of staff and learners by exercising a duty of care for personal health and safety and that of others who may be affected by their actions.
- Carry out any other duty commensurate with the post as required by the Principal.

You will be supported directly in exercising these responsibilities by a highly professional, dedicated and experienced team including:

- Associate Principals
- Head of Student Services
- Curriculum Manager – Quality

Communications (Internal & External)

The Vice Principal will communicate regularly, using a variety of methods, with key stakeholders including: Scottish Funding Council, Skills Development Scotland, Colleges

Scotland, Education Scotland (Her Majesty's Inspectorate of Education and employers), the Lanarkshire Regional Board and employers.

The post-holder has key internal working relationships with staff at all levels, but specifically the College's Board of Management and Senior Leadership Team to develop strategy, review College performance and provide effective leadership.

The post-holder is required to develop strategic relationships with key partners and stakeholders both internal and external to the College in support of their portfolio of responsibilities.

Assignment and Review of Work

The Vice Principal will have significant autonomy in setting objectives and responsibilities for this role, within broad parameters established by the Board, Principal and Senior Leadership Team and will be accountable for delivery of these objectives.

Specific personal objectives will be agreed with the Principal based on approved College strategy.

Working Environment

The postholder will be office based and may be travelled to travel, mainly within Scotland, to meet College objectives.

Corporate Statements and Values

Vision

To be Scotland's leading College: delivering excellence.

Mission

Preparing learners well for their future, in an outstanding learning environment and inclusive community.

Values and culture

We are:

- inclusive and diverse
- passionate about our roles and responsibilities
- continually improving
- high achieving
- reducing our environmental impact
- delivering community and social value
- committed to health, safety and wellbeing
- creative and innovative
- a listening organisation

This job description is not intended to detail all tasks undertaken, but simply highlight a number of major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected and which form part of the function of the post.

This job may be amended in future to reflect the changing duties of the post.

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