



North Highland College  
University of the  
Highlands and Islands

## **JOB DESCRIPTION**

**JOB TITLE: Director of Learning and Teaching**

**SECTION: Executive**

**LOCATION: Main College Campus, Thurso**

**RESPONSIBLE TO: Principal**

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### **JOB SUMMARY:**

To be responsible for the strategic and academic leadership of learning, teaching and of the overall student experience within the College. To promote and represent the College as required.

### **Duties and Responsibilities:**

1. Provide high quality line management to the Curriculum Leaders
2. Promote curriculum change and development, identifying and evaluating opportunities for new programmes of study in accordance with stakeholder needs, in the context of overall responsibility for the college's curriculum.
3. Support the Principal in ensuring the College's curriculum remains strategically and academically strong and also retains financial and market viability.
4. 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
5. Advise the Principal on the college's input to Regional Outcome Agreements and monitor college commitments in accordance with the requirements of the relevant UHI boards
6. Advise 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 student activity targets.

7. Have strategic oversight of the development and implementation of Quality and Quality Management programmes in the College.
8. Have strategic leadership for the professional development of all staff
9. To lead all staff in the development of effective student engagement strategies.
10. Foster a positive learning environment for both staff and students.
11. To deputise for the Principal as required.
12. To lead and co-ordinate the College's preparation for Education Scotland engagement
13. To operate as a team member to ensure the success of The North Highland College

This list of duties is not intended to be exhaustive but simply highlights a number of the major tasks of the post. The post holder may be required to undertake additional duties which might reasonably be expected of him/her and which form part of the function of the post.



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**PERSON SPECIFICATION**     **Director of Learning and Teaching**

<p><b>Knowledge</b></p>	<p><i>essential</i></p>
<p>Educated to honours degree level or equivalent or:</p>	<p><i>essential</i></p>
<p>Higher degree / professional qualification relevant to an education provider</p>	<p><i>essential</i></p>
<p>A sound understanding of current FE and HE funding methodologies and appropriate methods of maximising income</p>	<p><i>essential</i></p>
<p>A sound awareness and understanding of issues which impact on the Further and Higher Education sector in Scotland</p>	<p><i>essential</i></p>
<p>A sound knowledge of the major aspects of Scottish Government policy for tertiary education and economic development</p>	<p><i>essential</i></p>
<p>Management experience in a range of the following areas:</p> <ul style="list-style-type: none"> <li>Curriculum Management</li> <li>Senior Management Role</li> <li>Change Management</li> <li>Business/Curriculum Development</li> <li>European/External Agency Funding</li> <li>Local Enterprise Liaison</li> <li>Quality Management Systems</li> <li>SQA</li> <li>Staff Development</li> <li>Development/Business Planning</li> <li>Financial Resource Management</li> <li>Strategical and Operational Planning</li> <li>Managing Employee Relations</li> </ul>	<p><i>essential</i></p>
<p>Possession of a recognised teaching qualification with teaching experience gained in the further or higher education sectors.</p>	<p><i>desirable</i></p>
<p><b>Knowledge of the issues facing the Scottish Further Education Sector.</b></p>	

*Skills/Abilities – Interpersonal*

The ability to inspire and motivate others through leadership behaviours and example and to enable staff to achieve their potential

*essential*

Ability to work as part of an effective management team

*essential*

Excellent communication skills in a wide range of media including negotiation and presentation to a wide range of audiences

*essential*

The vision to implement effective long and medium-term strategies to enable the College to develop effectively and to secure and maintain a position of strength as a learning and research institution

*essential*

Entrepreneurial qualities and the judgement and ability to seize appropriate opportunities for the advantage of the College, communities and students

*essential*

The ability to develop positive working relationships with individuals at all levels (internal and external to the College) and to promote the College positively

*essential*

The ability to delegate effectively and manage the performance of others, in accordance with best management practice

*essential*

<b>Experience</b>	<i>essential</i>
Direct experience of strategic and operational planning processes	<i>desirable</i>
Suitable recent senior management experience and a consistently successful track record	<i>essential</i>
Experience of developing an effective, multi-skilled team	<i>essential</i>
Relevant teaching (or research) experience	<i>essential</i>
Recent experience of successful employer engagement	<i>desirable</i>
Experience of developing successful partnerships with external organisations	<i>essential</i>
Experience of the management of significant human, financial and capital resources	<i>essential</i>
Experience of successfully planning and managing organisational change	<i>essential</i>
Successful and direct recent experience of quality improvement (e.g. raising levels of student achievement and retention, improving inspection grades etc)	<i>desirable</i>
Experience of the management of a multi-site operation	

<b>Work-Related Circumstances</b>	<i>essential</i>
Possession of a full driving licence or the ability to travel between campuses	<i>essential</i>
The ability and willingness to undertake relevant staff development	<i>essential</i>
Disciplined in working in accordance with safe working practices	
Committed to college objectives	<i>essential</i>
Committed to achieving an excellent student experience	<i>essential</i>

<b>Skills/Abilities – Other</b>	<i>essential</i>
The ability to develop, articulate and implement a vision and strategy for the achievement of excellence for the College	<i>essential</i>
The ability to initiate and develop practical and innovative strategies to maximise College performance	<i>essential</i>
Effective planning, prioritising and organisational skills	<i>essential</i>
The ability to work with a diverse workload to tight deadlines under pressure	<i>essential</i>
The ability to relate well to individuals at all levels	<i>essential</i>
The ability to interpret complex information accurately	<i>essential</i>
Appropriate IT skills	<i>essential</i>
The ability to plan, monitor and make decisions relating to a range of College budgets and financial decision making scenarios	

### **Attitudes and Beliefs - Essential**

- Determination to promote equality of opportunity throughout all aspects of College life, including employment and service delivery
- Commitment to continuous personal, professional and institutional improvement
- Commitment to high professional and personal standards of work and of conduct
- A positive attitude to sustainability and environmental issues

## **KEY TERMS AND CONDITIONS OF EMPLOYMENT**

<b>Hours of Work</b>	The normal working week is 35 hours but you will be required to work such hours as necessary to fulfil the duties of the post to meet service requirements. There is no entitlement to additional hours payments.
<b>Holidays</b>	45 days in a full year (inclusive of 14 public/general holidays)
<b>Salary</b>	An appointment will be made on the Remuneration Scale 15 – 17 Initial salary will be dependent upon qualifications and experience.
<b>Location</b>	The position will be based at The North Highland College Main Campus, Thurso – although regular travel to College campuses, UHI Millennium Institute Inverness, SFC etc is essential.
<b>Pension</b>	You will be entitled to join the Local Government Superannuation Scheme or the Scottish Teachers Superannuation Scheme, depending on your personal circumstances. Further details are available on commencing employment.
<b>References/ Medical Assessment/ PVG Scheme Membership.</b>	Appointment will be subject to references, medical assessment and membership of the PVG Scheme, all of which will be taken up after an offer has been made.



*The North Highland College, an equal opportunities employer, registered charity which exists to provide Further and Higher education.*



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