

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Vice Principal Student Experience
Post Holder	Vacant
Accountable To	Board of Management
Responsible For	The learning experience and success of Borders College students
Department	Executive Team

Overall Purpose of Job

As a member of the Executive Team (ET) provide executive leadership in all aspects of Borders College business as and when required.

As a member of the ET, support effective, transparent and robust governance arrangements by contributing to, and supporting the Board and the Committee structures, through the development of informative papers and reports which enhance clarity, understanding and scrutiny, as required.

Provide strategic leadership for the delivery of Borders College's Strategic Ambition and the implementation of the Future Skills Strategy.

Develop and lead the implementation of a demand led curriculum offer, innovative and high quality learning and teaching delivery methods and student support.

Lead the development of key strategic partnerships that ensures the curriculum offer is responsive and reflective of local and national skills priorities.

Main Duties and Responsibilities

To

- Lead the development and implementation of strategies to deliver a demand led curriculum offer which is proactive in meeting the needs of learners and industry.
- Play a leading role in national and local skills alignment and development that requires collaboration and project management across a number of organisations.
- Provide strong and effective leadership in the development and design of strategies and related policies to support the continuous improvement of learning and teaching and key services to enhance the learner experience.
- Provide inspirational leadership which encourages the adoption of high quality learning and teaching methodologies, promotes innovation and

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creativity and the effective use of technology which provides an outstanding experience for all students.

- Lead the implementation of a quality improvement and assurance cycle that leads to continuous improvement and development of services which result in improved student outcomes.
- Provide leadership for the development and monitoring of the regional outcome agreement in partnership with executive colleagues.
- Provide leadership for the development of an aligned learner journey from senior phase to degree level in partnership with schools and universities.
- Attendance at internal and external meetings as required

To undertake Personal and Professional Development:

- Adopt flexible working methods to meet the changing needs of the College
- Develop and maintain high quality standards appropriate to the post
- Develop and maintain professional standards and expertise by undertaking relevant professional development

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required
- Undertake any other duties appropriate for the efficient and effective management of the College as directed

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

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Signed Date
(Staff Member)

Signed Date
(Line Manager)

JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
Degree level qualification	Essential
Leadership & Management qualification or equivalent	Desirable
Teaching qualification	Essential

KNOWLEDGE	Essential or Desirable
College sector	Essential
Project Management	Desirable

EXPERIENCE	Essential or Desirable
Experience of leading curriculum design or quality improvement at a strategic level	Essential
Experience of stakeholder engagement and partnership working	Essential
Strategic leadership in a cross organisational role	Desirable

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Able to lead independently and have the ability to influence at all levels of the organisation.	Essential
Ability to develop positive working relationships with external stakeholders and to promote the College	Essential
Results orientated with a concern for standards and quality	Essential
Creative thinker with an ability to inspire and lead the adoption of innovative practice.	

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Able to plan ahead and anticipate support needs	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential
E-literate and competent in developing, administering and using PC and associated networks and systems.	Essential
Have a strong sense of purpose and the drive to achieve agreed goals	Essential

ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities.	Essential

WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	Essential