****

**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Job Title:** Deputy Principal |  |
| **Job Objectives:**   1. To be responsible for the strategic development of the college curriculum and associated activities ensuring the curriculum is fit for purpose and reflects local, regional and national priorities. 2. To provide strategic leadership and facilitate the development of innovative practices and excellence with regards to Learning and Teaching, providing leadership in Quality Assurance and Self Evaluation and ensuring staff members’ professional registration as appropriate. 3. To provide leadership in the initiation, design, development and delivery of significant strategic projects. 4. To provide leadership in the areas covered by the post and contribute as a member of the Strategic Leadership Team to the overall development of the college. 5. To deputise for the Principal as required and in the absence of the Principal 6. To provide leadership and undertake activities as appropriate and determined by the Principal | |
| **Reporting to:** Principal | |
| **Direct Reports:**  Heads of Curriculum, Head of Academic Partnerships, officers supporting learning and teaching as determined | |
| **Interface with:** The Board of Management; Strategic Leadership Team members, UHI, Strategic Partners, Employers, Government Agencies and Departments, SFC, Students and Student Associations, College Stakeholders. | |
| **Approved by:** | **Date:** |
| **Signature of Post Holder:** | **Date:** |

**Duties and Responsibilities:**

**To be responsible for the strategic development for the college curriculum and associated activities ensuring the curriculum is fit for purpose and reflects local, regional and national priorities**.

1. To ensure that the college’s curriculum meets the needs of the communities it serves and that curriculum development is subject to ongoing review to ensure relevance, effectiveness and efficiency of the provision which is informed by employer engagement and other labour market intelligence.
2. To ensure that the curriculum is designed around appropriate and accessible student transition and progression routes.
3. To work with others to ensure that student recruitment and retention strategies are effective
4. To drive the further development of the college curriculum in accordance with the local, regional and national priorities.
5. To identify, develop and promote recognition of areas of expertise within the college’s portfolio
6. To oversee the development of funding bids aimed both at supporting the development and delivery of the curriculum
7. To ensure that the college plays it full role in leading and developing curriculum across the university partnership.

**To provide strategic leadership and facilitate the development of innovative practices and excellence with regards to Learning and Teaching, providing leadership in Quality Assurance and Self Evaluation and ensuring staff members’ professional registration as appropriate**.

1. To oversee the alignment of current teaching practice with the college’s strategic vision for learning and teaching
2. To review and evaluate learning and teaching delivery and developments and lead the professional development of teaching staff working with others to ensure arrangements in relation to professional registration of teaching staff.
3. To provide guidance and support to teaching areas and curriculum teams in relation to the development of innovative practice and ensure that all academic developments and operations are in accordance with the college’s equality responsibilities
4. To lead the quality enhancement strategies for college operations and delivery, including the use of self-evaluation, promoting a culture of continuous quality improvement within Learning and Teaching
5. To ensure that the college’s quality enhancement arrangements reflect the quality frameworks and requirements of relevant external agencies, such as Education Scotland and the Quality Assurance Agency
6. To continually enhance all learning, teaching and student services through regular monitoring against agreed specific targets

**To provide leadership in the initiation, design, development and delivery of significant strategic projects.**

1. To initiate and support the identification of opportunities for innovative strategic projects that will help develop and achieve the college’s mission
2. To play a leading role in the design of strategic projects that reflect the aspirations of the college and its community in terms of teaching, learning, research and financial sustainability
3. To work successfully with internal and external stakeholders to ensure that the benefits of key projects are deliverable, and that all criteria and conditions of any relevant funding body can be met.
4. To lead, directly or indirectly, the delivery and on-going review of major strategic projects

**To provide leadership in the areas covered by the post and contribute as a member of the Strategic Leadership Team to the overall development of the college**

1. To provide leadership across the college and within the curriculum and quality areas in the development of all aspects of learning, teaching, assessment, research, scholarship and enterprise.
2. To agree and meet KPIs in relation to recruitment, attainment and achievement.
3. To provide leadership in a way that is consistent with, and actively supports, the core values of the college.
4. To contribute to the development of the college’s strategic and operational plans and engage in strategic reviews.
5. To contribute to the overall success of the college in addressing and achieving the objectives of the college as detailed in the strategic and operational plans of the college.
6. To provide leadership and line management in those areas for which the postholder is responsible.
7. To ensure that planning and monitoring in each of the services is consistent with the college’s strategic and operational plans.
8. To exercise effective budgetary control
9. To participate proactively in relevant local, regional and national committees.

**To deputise for the Principal as required, and in the absence of the Principal**

**To provide leadership and undertake activities as appropriate and determined by the Principal**

The above duties and responsibilities do not constitute a finite list. Other duties may be allocated as appropriate by the Principal.