

Job Description

Job Title: Head of Curriculum and Teaching
Reports to: Chief Executive
Direct Reports: Leads, Support Officer and CDN Associates

Main Purpose of Job

The post holder will:

- Ensure that objectives set out in the SFC Outcome Agreement are achieved, with specific responsibility for Operations under The Learning Workforce
- Work with the Chief Executive and Operations Leads to ensure that outcomes are achieved for the core Outcome Agreement and for any other funded projects
- Manage staff, projects and budgets, and to provide regular operational and budgetary reports, ensuring that project activity and resources are aligned to the operational plan and the needs of the business.

Key Responsibilities

- Project planning and monitoring to ensure that key objectives are met for both core activity and any other funded projects
- Managing and supporting Operations and support staff, including CDN Associates, ensuring that objectives are in place which align with core activity and any other funded projects
- Agreeing and managing budgets, and ensuring that effective forecasts are undertaken
- Contributing to the achievement of CDN's income generating strategy by
 - Seeking out commercial opportunities
 - Securing additional sources of funding
- Ensuring that best practice in learning and teaching and innovation is shared across the sector
- Developing and delivering innovative learning, teaching and development services and resources in line with sector needs
- Providing support to an agreed number of CDN Development Networks
- Working with colleagues to ensure that CDN's online learning platforms and resources are high quality and effective
- Ensuring that data is captured effectively and reported
- Ensuring that CDN maintains centre status relating to the delivery of certified CPD, and that courses are relevant, engaging and accessible
- Effective networking with college staff and key stakeholders for the benefit of the sector
- Representing CDN and the sector on key boards, steering groups and short life working groups.

In addition, the post-holder will have other duties and responsibilities which will enable CDN to fulfil its objectives.

Person Specification

Qualifications	<ul style="list-style-type: none"> • SCQF Level 10 (honours degree) or equivalent experience • Evidence of a commitment to professional learning
Experience	<ul style="list-style-type: none"> • Working as a lecturer/teacher or a development specialist • Developing innovative and effective curriculum • Leading individuals and teams • Contributing to strategic objectives • Setting, agreeing and achieving demanding objectives • Managing budgets and aligning resources to plans and objectives • Managing projects effectively • Working effectively with colleagues from a range of teams
Knowledge	<ul style="list-style-type: none"> • Curriculum applicable to Scotland's College sector • Professional adult training and development • Operational planning and monitoring processes • Managing budgets • Project management • Team building and motivational techniques • Online learning platforms and delivery techniques • Processes that ensure quality standards are developed/maintained
Key Skills	<ul style="list-style-type: none"> • Excellent training and facilitation skills • Excellent management ability • Excellent written and verbal communication skills • Strong budget management skills (using Excel) • Excellent planning and organising skills • Strong influencing skills • Proven coaching ability • Ability to turn policy ideas into practical CPD activity • Proven training, development and facilitation skills • Excellent team working skills • Strong project/task management skills
Qualities	<ul style="list-style-type: none"> • Thrive in a learning environment • Works effectively on a range of projects concurrently • Diplomatic and practices empathy • Solutions focused • Motivates others • Focuses on team and cross departmental working/achievement • People focused and enjoys developing others • Outcome, customer and commercially focused.