



JOB DESCRIPTION

Job Title: Head of Curriculum
(Senior Curriculum Team)

Grading:

Job Objectives:

1. To provide academic leadership to a significant, diverse or interdisciplinary curriculum.
2. To provide effective line management to staff within the area of responsibility as agreed with the Deputy Principal.
3. To ensure the efficient and effective use of resources allocated.
4. To ensure and enhance the quality of all subjects and courses provided by the area of responsibility.
5. To engage in cross college initiatives and hold a cross-college leadership role.
6. To represent the extended Strategic Leadership Team + (SLT+) as and when appropriate.
7. To engage in a small teaching/student facing delivery remit.

Reporting to: Deputy Principal

Reporting to the position: Deputy Head of Curriculum, Curriculum Team Leaders, Lecturers, Learning Assistants, Workshop Assistants and other Support Staff.

Interface with: Senior Curriculum Team; Strategic Leadership Team; Head of Marketing; Head of Student Support Services; Head of Registry and Academic Operations; academic, technical, administrative and support staff; students; external clients; potential students and their employers; parents and relatives of students; government agencies and departments; local authority departments; community planning partners; UHI and other strategic partners.

Approved by: Principal

Date: 7 October 2025

Signature of Post Holder:

Date:

Duties and Responsibilities:

1. To provide academic leadership to a significant, diverse or interdisciplinary curriculum.
 - a) To lead and oversee the delivery and organisation of courses to meet student needs.
 - b) To ensure the curriculum reflects strategic, national, regional and local priorities.
 - c) To engage with the Head of Academic Partnerships to inform, at a strategic level, curriculum planning to meet the needs of external partners, employers, clients and stakeholders.
 - d) To work with the Head of Academic Partnerships to develop and support effective partnerships with relevant UHI Deans of Faculty and Associate Deans
 - e) To facilitate and oversee the development of aspects of learning, teaching, assessment, academic support, research, scholarship and enterprise.
 - f) To ensure the area of responsibility contributes to the effective promotion of its range of courses, taking into account external environmental factors.
 - g) To ensure the area of responsibility is effective in retaining students and attendance, attainment and achievement levels are high.
 - h) To monitor student applications and recruitment in order to ensure targets are achieved, and lead action for improvement as necessary.
 - i) To take responsibility for evaluation reporting and enhancement planning for the curriculum area, and the subsequent production of the annual operational plan, propose targets for improvement and monitor and report on progress against targets.
 - j) To ensure a safe learning and working environment.
2. To provide effective line management to staff within the area of responsibility as agreed with the Deputy Principal.
 - a) To take responsibility for annual professional review and development and 5 yearly professional updates for staff within the area of responsibility and ensure these are completed and individual objectives are set in line with operational and strategic plans. To support staff to achieve and maintain GTCS registration as required.
 - b) To ensure the staff development needs of staff within the area of responsibility are identified and articulated and these relate to college and/or UHI objectives.
 - c) To manage staff within the area of responsibility in accordance with college procedures such as Recruitment and Selection, Performance Management and Employee Support.

3. To ensure the efficient and effective use of resources allocated.
 - a) To manage resources and monitor resource utilisation overall including the provision of recommendations and justifications for resource spend/changes (including staffing, financial and non-financial)
 - b) To ensure purchases are made in accordance with the appropriate purchasing procedures.
 - c) To provide leadership and support in relation to income generating activities for the area of responsibility.
 - d) To ensure optimum utilisation of resources and deployment of staff in the area of responsibility.
4. To ensure and enhance the quality of all subjects and courses provided by the area of responsibility.
 - a) To ensure the area of responsibility complies with the policies and-procedures in place for the quality assurance and enhancement of all activities.
 - b) To lead quality improvement and enhancement initiatives by engaging directly with staff to ensure responsiveness to further improve, develop and enhance the range and quality of subjects and courses within the area of responsibility.
 - c) To manage and contribute to quality processes to ensure effective curriculum compliance, learning and teaching evaluation, self-evaluation,timeous resulting of students and production of evaluative reports within the area of responsibility
 - d) To set, implement, monitor and report on actions for improvement on performance targets for student recruitment, attendance, retention, attainment, progression, equalities, credit achievement, income generation and student satisfaction.
 - e) To investigate and positively respond to complaints as specified within the Complaints Procedure.
 - f) To act as a catalyst for staff in developing excellence in relation to leadership, learning, teaching and research by demonstrating, identifying and sharing good practice informed by the wider Further and Higher Education sector, Education Scotland and the Quality Assurance Agency.
5. To engage in cross college initiatives and hold a cross college leadership role.
 - a) To lead identified areas of responsibility in a cross-college capacity (as agreed with the Deputy Principal) to ensure strategic and operational engagement.
6. To represent the extended Strategic Leadership Team (SLT+) as and when appropriate
 - a) To deputise for colleagues and represent the SLT+ as and when appropriate.

b) To undertake any other reasonable duties at the request of the Deputy Principal or Principal.

7. To engage in a small teaching/student facing delivery remit.

a) To deliver up to 9 hours of teaching per week or other student facing delivery (as agreed with the Deputy Principal).