

Depute Principal and Director of Academic Development

Job Description & Person Specification



Newbattle Abbey College

Newbattle Abbey College is Scotland's adult education residential college, set within an historic 16th century building and 125 acre heritage estate. The college provides a high standard of education to the local community and to wider communities across Scotland and the UK. Newbattle offers extensive support to adults returning to education and to younger learners at points of transition. The college also plays a major national role in the strategic development of adult learning in partnership with a range of agencies. The college operates under a Governing Deed of Trust set up in 1937 by Philip Kerr, 11th Marquis of Lothian. The Trustees include the Principals and Vice Chancellors of the Universities of Aberdeen, Edinburgh, Glasgow and St Andrews.

As one of Scotland's smallest colleges, Newbattle offers access to further and higher education in social sciences and humanities as well as rural skills. The college also runs short courses and is the national accreditation centre for two innovative award programmes: Forest and Outdoor Learning Awards and Adult Achievement Awards. Our partners include national agencies, colleges, universities, schools, local authorities, employers and the voluntary sector. Our curriculum includes:

- SWAP Access to Higher Education Courses in Arts & Social Sciences, Primary Education and Celtic Studies
- National Certificate in Social Sciences
- National Certificate in Rural Skills
- Associate Degree (HNC Social Sciences) in partnership with Queen Margaret University
- Preparation for FE Course in partnership with Midlothian Council
- Adult Achievement Awards and Forest and Outdoor Learning Awards, for which Newbattle is the national accreditation centre
- Short courses in Gaelic language and culture, Beekeeping and Rural Skills

We are actively working with university and industry partners to further develop our curriculum for 2022-23 and beyond.

The college also has an international dimension. Our international language school partners provide residential courses for students from across the globe and our exciting new, long-term partnership with Wisconsin University means that the college will be home to students and Faculty on the *Experience Scotland* programme throughout the year.

Background

Newbattle Abbey College is seeking to appoint an inspirational **Depute Principal and Director of Academic Development** to lead the further development of the college curriculum and the continuous improvement of the student experience.

This vacancy is an opportunity for the successful candidate to play a key role in the strategic leadership and direction of a unique college at an exciting time. Our new Strategic Plan is nearing completion and plans are in place to expand and enrich the curriculum, fully utilising our historic and beautiful estate.

As *'Scotland's Life-Changing College'* Newbattle is committed to offering a high quality learning experience with extensive support to all of our students. During their recent Progress Visit to the college, HM Inspectors found that our students benefit significantly in relation to their own personal development, improved self-esteem and increased self-confidence and self-worth. We want to make sure that we continue to provide an excellent student experience as we move into the next phase of our development as a nurturing learning community that changes and enriches lives. At the same time, the college is looking to further develop its curriculum as well as its commercial activity.

You will work with a team of committed staff in unrivalled surroundings, providing leadership for every aspect of the student experience. You will play a full part in the strategic leadership and direction of the college, working closely with the Principal, the Director of Operations and Business Development and the Board of Directors. You will also have a strong outward-facing role, leading on and supporting strategic partnerships.

You will have a sound knowledge of curriculum and be able to demonstrate your ability to develop and enhance programmes, maintain an excellent student experience and develop non-core income streams.

Purpose

The Depute Principal and Director of Academic Development works closely with the Principal and the Director of Operations and Business Development as part of Senior Management Team (SMT), and deputises for the Principal as required. The role plays a major part in achieving the college's strategic objectives and in contributing to the strategic direction and leadership of the college. The key responsibilities of the post are detailed below.

Key Areas of Responsibility

Strategic Leadership and Corporate Role

- To contribute to strategic and operational planning, leadership and direction of the college in partnership with the Principal & Chief Executive, SMT and the Board of Directors
- To advise the Principal and the Board and its committees on all aspects of the curriculum, including its future development
- To deputise for the Principal in relation to all aspects of college activities and undertake other appropriate duties required by the Principal
- To advise the Principal on relevant cross-college policies and procedures

- To contribute to the planning and implementation of marketing strategies to promote the college curriculum with a range of stakeholders
- To lead on safeguarding and equalities matters with regard to students and the delivery of the curriculum

Academic Leadership

- To provide academic leadership to the Learning & Teaching Team and oversee curriculum planning, development, student recruitment and academic quality
- To keep abreast of national developments in adult education and represent the college in local and national networks
- To play a leading role in initiating and securing funding for curriculum development at local and national level
- To lead curriculum and academic developments
- To develop and oversee international opportunities relating to the curriculum
- To oversee the development and implementation of relevant policies relating to Learning & Teaching

Quality

- To lead quality assurance and quality improvement throughout the college and report on progress to the Board and its Committees
- To liaise with a range of national agencies, including Education Scotland and the Scottish Funding Council, in relation to quality
- To lead and have strategic responsibility for the implementation of the College Enhancement Plan

Partnerships

- To play a strategic role in local and national partnerships relating to adult learning, access and inclusion and the wider curriculum
- To play a strategic role in local Community Planning Partnership groups, including Employment and Learning Midlothian, and develop community engagement
- To develop the college's role in City Deal partnership groups in relation to the skills agenda
- To extend the involvement of employers in enhancing curriculum developments
- To explore funding opportunities to develop the college curriculum with local, national and international partners
- To develop opportunities to extend curricular pathways for learners in partnership with schools, colleges, community learning and universities.

Staff Management

- To line manage the Curriculum Manager, Forest College Coordinator, Community Woodland Ranger and Course Administrator.
- To manage other staff as appropriate

- To deal with any staff disciplinary issues and monitor progress, in line with relevant college policies
- To deal with student disciplinary issues as required, in line with relevant college policies

Person Specification

Education and Qualifications	
<p>Essential</p> <ul style="list-style-type: none"> • Qualified to SCQF level 10 (Honours Degree level) • A recognised Teaching Qualification • Evidence of commitment to personal and professional development in relation to education and management 	<p>Desirable</p> <ul style="list-style-type: none"> • A post graduate qualification (SCQF level 11 or above) in a relevant subject area
Experience and Knowledge	
<p>Essential</p> <ul style="list-style-type: none"> • Significant management experience in the education sector • Experience of leading curriculum development in further and/or higher education • Experience of quality management and continuous improvement • Understanding of Scottish education policy and priorities • Experience of developing and managing cross-sectoral partnerships • Experience of strategic and operational planning • Understanding of safeguarding and commitment to equalities in an educational context • Experience of project management 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of generating income from curricular activities • Experience of developing marketing strategies
Skills and Ability	
<p>Essential</p> <ul style="list-style-type: none"> • Ability to lead others and create an environment where people will feel motivated and supported • A high degree of organisational skills and time management • Clear decision-making and effective problem-solving skills • Excellent communication, analytical and presentational skills • Ability to work very well with partners from a range of different backgrounds • Excellent planning and monitoring skills 	<p>Desirable</p> <ul style="list-style-type: none"> • Very good digital skills

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| <ul style="list-style-type: none">• Ability to lead effective teams through periods of change• Strong creative and entrepreneurial skills | |
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Conditions of Service

Post Title:	Depute Principal and Director of Academic Development
Location:	Newbattle Abbey College
Term of Appointment:	Permanent
Remuneration:	In the region of £55,000 per annum
Pension Scheme:	Dependent on eligibility, either the SPPA Scheme or Lothian Pension Fund Scheme
Reporting to:	The Principal & Chief Executive
Line Management:	Curriculum Manager, Forest College Coordinator, Community Woodland Ranger and Course Administrator.
Closing Date:	Monday 13 June 2022
Interviews:	Thursday 30 June/Friday 1 July 2022

Further information on Newbattle Abbey College can be obtained from the website www.newbattleabbeycollege.ac.uk