

JOB DESCRIPTION

Post: Head of School of Nursing and Allied Health

Responsible to: Associate Director – University Centre

Salary: £51,411 (Management Spine point 56)

Conditions of Service: Truro and Penwith College conditions of service

Main Purpose of Job: To provide strategic academic and operational leadership for the School of Nursing and Allied Health, ensuring the delivery and continued development of high-quality, professionally relevant provision from Level 3 through to undergraduate Higher Education and degree apprenticeships.

The postholder will provide strategic direction for curriculum development, quality assurance and enhancement, working closely with university partners, employers and relevant Professional, Statutory and Regulatory Bodies (PSRBs), including the Nursing and Midwifery Council (NMC) and Health and Care Professions Council (HCPC). The postholder will lead and develop staff within the Nursing School, maintain the quality and regulatory compliance of provision, and identify opportunities for sustainable curriculum growth in response to learner, workforce and regional healthcare needs.

Specific Duties: **Supporting College and University Centre Strategy:**

Ensure exceptional and sustained academic performance across the Nursing School through a culture of continuous improvement, academic quality and enhancement.

Ensure all Nursing School processes and practices are aligned with the College and University Centre's strategic aims, maximising learner outcomes and experience across Further Education, Higher Education and Apprenticeship provision.

Ensure, through financial forecasting and budgeting, that all Nursing School expenditure, including staffing costs, resourcing and on-costs (e.g. resource maintenance), remains within budget to support the efficiency and financial stability of the College.

Develop and maintain an inclusive, innovative and ambitious curriculum, meeting learner needs and responding to regional health and care workforce priorities, professional requirements and opportunities for progression from Level 3 through to undergraduate study.

Lead Nursing School staff, ensuring high motivation and a commitment to College values, through communication that is professional, clear, caring, engaging, accurate and timely.

Collaborate as part of the College Management Team (CMT), contributing to strategic planning, curriculum development and cross-College improvement.

Represent the College within the community, enhancing its reputation with external stakeholders, including university partners, healthcare employers, professional bodies, Schools, colleges and other regional partners.

Lead the Nursing School through the annual student recruitment process, including liaison activities, interviewing, confirmation of course offers and effective IAG relating to Nursing School provision and wider College processes and systems.

Identify and pursue opportunities for funding bids related to curriculum, innovation, development and learner support.

Keep up to date with developments across Further Education, Higher Education, Apprenticeships, Nursing and allied health education, and relevant NMC and HCPC regulatory requirements, implementing change strategies as required.

Leadership and Management:

Work closely with the College Leadership Team to effectively manage the Nursing School, ensuring alignment with College strategic aims.

Ensure the interests of the Nursing School are represented through proactive engagement with cross-College decision-making and planning.

Lead and inspire the Nursing School, ensuring it offers the highest quality service and fosters a culture of care, collaboration and high aspiration for learners and staff.

Provide strategic leadership across nursing and allied health provision, ensuring effective coordination and communication across Further Education, Higher Education and apprenticeship programmes.

Model and implement the College's values, promoting and upholding professional behaviours throughout the organisation and ensuring the safety of all.

Provide leadership in the further development of the College culture.

Provide dynamic and effective line management of staff in the nursing School, supporting and developing programme leads and other staff with leadership responsibilities to promote effective distributed leadership across the School.

Work collaboratively with programme leads, university partners, apprenticeship teams, practice partners and employers to ensure effective coordination of academic, professional and apprenticeship requirements.

Ensure compliance with College policies, including Health & Safety, and ensure that staff adhere to academic, professional and procedural standards.

Oversee and manage Nursing School budgets and financial forecasts, ensuring resources are deployed efficiently and aligned with College priorities. Work closely with the Finance team to monitor expenditure, allocate resources and take corrective action where necessary to ensure financial sustainability.

Ensure, through working with MIS and Exams, that all funding returns from the School are accurate and all exam entries are submitted accurately and in a timely manner.

Learner Experience and Success:

Identify and meet the needs of all learners, delivering the highest standards of support for their success through a culture of care and high aspiration.

Continuously review and enhance the learner experience across Further Education, Higher Education and apprenticeship provision, with a focus on inclusivity, equity and improving outcomes for all learners.

Oversee the monitoring of learner progress and outcomes, ensuring appropriate and timely interventions are implemented by School teams where required to support learner success.

Lead and support learner-facing activities and initiatives that contribute to engagement, achievement, progression and professional development.

Be accountable for the quality of the learner experience and outcomes across the School, ensuring consistency and high-quality provision across all elements of curriculum and delivery.

Curriculum and Teaching, Learning and Assessment:

Lead the strategic development of nursing and allied health provision across Further Education, Higher Education and apprenticeship pathways, ensuring an innovative and ambitious curriculum with clear progression opportunities that responds to local, regional and national workforce needs.

Provide academic leadership for the design, validation, review and ongoing development of nursing and allied health programmes, working collaboratively with university partners, employers, practice partners and other key stakeholders.

Act as a key School lead for Professional, Statutory and Regulatory Body requirements, including those of the NMC and HCPC, ensuring programmes continue to meet relevant professional standards and requirements.

Maintain effective relationships with university partners and professional stakeholders, contributing to validation, periodic review, quality monitoring and other partnership quality processes.

Work with School staff to ensure curriculum planning, assessment and delivery meet high academic and professional standards and respond effectively to learner needs.

Collaborate with the College Leadership Team to ensure the highest standards in teaching, learning and assessment practices across the Nursing School.

Oversee the effective implementation of new curriculum developments, programme changes and emerging qualification opportunities, ensuring alignment with College strategic aims and operational objectives.

Through liaison with key stakeholders, ensure an ambitious and holistic curriculum that develops relevant professional knowledge, skills and behaviours alongside employability, academic and personal development.

Remain informed of current pedagogical research, developments in healthcare education and evidence-informed educational practice, using these to inform curriculum development and School practice.

Team Development:

Provide inspirational leadership to the School of Nursing and Allied Health staff, ensuring alignment with the College's culture, vision and values and fostering a high-performing, collaborative team.

Lead the recruitment, appointment, development and performance management of teaching and support staff, ensuring the School maintains the professional, academic and educational expertise required across its provision.

Develop a culture of ambitious and continuous professional development, supporting staff to maintain and enhance their academic, professional and pedagogical practice.

Develop and support clinical leads and others with leadership responsibilities, building leadership capacity and promoting effective distributed leadership across the School.

Foster a positive and cohesive working environment through care, kindness, empathy and transparency, where staff feel valued, supported and accountable for their contribution to the Nursing School.

Ensure staff development activity and associated resources are used effectively to respond to individual, professional and strategic development needs.

Quality Assurance and Continuous Improvement:

Lead and maintain effective quality assurance and enhancement processes for the School, including self-assessment, quality improvement planning and internal review.

Lead and oversee quality assurance and enhancement activity relating to Higher Education and professionally regulated provision, working with university partners and relevant PSRBs to ensure continued compliance and academic standards.

Lead School responses to quality reviews, programme monitoring, professional body activity and regulatory requirements, ensuring actions are implemented and their impact evaluated.

Analyse and use learner performance, achievement, progression, retention and experience data to identify areas of strength, risk and improvement and inform evidence-based decision-making.

Lead on the implementation and impact monitoring of the actions in the School Quality Improvement Plan, addressing underperformance in a timely manner to ensure the highest quality student experience.

Ensure compliance with College verification processes, awarding organisations, JCQ, and exam board policies, meeting all deadlines and expectations.

Monitor and review Nursing School courses to ensure they remain viable, relevant, and aligned with learner needs and operational objectives.

General Requirements:

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed.

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for learner learning and associated activities.

Learner welfare and support services.

To be responsible for promoting equality and diversity in line with college procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and learner focused approach.

College promotional and marketing activities.

The safe and appropriate use of college equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development activities.

General college developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

The postholder will be expected to be in work part-time from level 3 results day and full-time from level 2 results day in August each year.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

PERSON SPECIFICATION

Head of the School Nursing and Allied Health

Ideally, the person appointed will have the following skills, experience and personal attributes:

Essential Qualifications and Experience:

- Educated to degree level in a relevant academic or professional discipline.
- Significant, successful experience in teaching and leadership within a Further Education or Higher Education setting.
- Experience of leading, managing or developing Nursing, Allied Health or other professionally regulated education provision.
- Proven experience of managing a team, driving continuous improvement, and raising academic standards to provide excellence.
- In-depth understanding of inclusive curriculum design, teaching, learning and assessment and quality assurance processes within Nursing, Allied Health or a closely related professional education context.
- Strong leadership and communication skills, with the ability to motivate and inspire a team.
- Ability to manage budgets, support sustainable curriculum growth and manage resources efficiently, with an understanding of financial management in an educational context.
- Experience of promoting a culture of effective Safeguarding awareness amongst staff and learners.

Desirable Qualifications and Experience:

- Experience in the development, implementation and review of curriculum within Nursing, Allied Health or related professional education.
- Experience of programme design, validation, periodic review and quality assurance within Higher Education and/or professionally regulated provision.
- Knowledge and understanding of relevant Professional, Statutory and Regulatory Body requirements, including those of the NMC and/or HCPC.
- Experience of working in partnership with universities, employers and other external stakeholders in the delivery and development of Higher Education provision.
- Knowledge and/or experience of degree apprenticeships and working collaboratively with apprenticeship teams and employers.
- Current professional registration with the Nursing and Midwifery Council (NMC) or Health and Care Professions Council (HCPC).

Key Skills and Abilities:

- Strong strategic leadership with the ability to manage and inspire staff.
- Strong financial acumen and the ability to manage budgets effectively, ensuring resources are allocated efficiently and aligned with college priorities.
- Excellent organisational skills and the ability to manage multiple priorities.
- Ability to analyse and use data to inform decision-making and drive improvements.

- Strong communication skills, written and verbal, with the ability to engage with staff, learners, parents / carers and other external stakeholders.
- Ability to foster a positive, inclusive, and collaborative team culture.

This role requires a dynamic and forward-thinking individual with a passion for education and a commitment to excellence. The Head of the School of Nursing and Allied Health will play a pivotal role in driving the School's success and ensuring the highest standards of education for learners.

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.

THE TRURO & PENWITH COLLEGE VISION

LOOK FURTHER REACH FURTHER GO FURTHER

OUR AMBITIONS

LOOK FURTHER

- **Aspiration:** Students gain the confidence and self-belief to set ambitious progression and career goals
- **Inspiration:** Students are inspired by interactions with staff, stakeholders and alumni

REACH FURTHER

- **Triumph:** Students exceed expectation and achieve their full potential
- **Talent:** Expert lecturers with a passion for teaching, learning and assessment
- **T&PC Magic:** exceptional facilities, enrichment and opportunities

GO FURTHER

- **Progression:** Students progress to competitive universities, apprenticeships and jobs that provide strong foundations for successful careers
- **Prosper:** Students develop the skills needed to flourish at university or in employment
- **Productivity:** Students gain the skills employers need, supporting the economy to thrive

OUR VALUES

Our values, chosen by staff and students, provide the foundations for a high-performing inclusive culture in which our ambitions can be realised.

WELLBEING

Looking after our own physical, social and emotional wellbeing; the most important foundation for a happy, healthy and prosperous future.

ENGAGEMENT

Taking full advantage of the opportunities available to us, both at college and beyond.

ASPIRATION

Wanting the best future for ourselves and having the self-belief that we can achieve it; looking beyond the horizon we may initially see.

RESPECT

Playing an active part in creating positive inclusive communities, where everyone is valued and respected.