



JOB DESCRIPTION

POST TITLE: DIRECTOR OF NURSING
POST NUMBER: WREQ2528
GRADE: MANAGEMENT SPINE

JOB PURPOSE

The post holder will strategically lead a progressive team involved in the development of an expanding Higher Education and Apprenticeship provision in Healthcare and Nursing. The successful candidate will be an experienced strategic and clinical leader who understands the value of empowering those around them, someone who can help ensure that the principles of quality, safety and compassion become enabling influencers as we build the integrated teams and services for the future of the Health and Social Care sectors.

The post-holder will be accountable for the strategic and professional leadership of the Healthcare and Nursing provisions within the Health, Sport and Student Participation Faculty. A proactive, results driven and innovative manager, the post holder will ensure the Healthcare and Nursing department develops its offer and approach to ensure it supports learners and employers in the Healthcare sector. This will include providing advice and guidance to employers looking to recruit, train and grow a Healthcare workforce in partnership with Weston College and University Centre Weston (UCW).

You will support the Dean of Faculty in the delivery and leadership of Health and Nursing programmes, working closely with key strategic employers and trusts within the region. The role includes developing outstanding teaching, learning and assessment as well as knowledge of current and proposed funding methodologies to support on key projects and bidding opportunities. The role will also involve sharing best practice and working collaboratively with external partners and organisations to ensure a high-quality progressive Healthcare provision.

KEY RESPONSIBILITIES

The post-holder will be responsible to the Dean of Faculty for the following:

- To lead in the development and delivery of healthcare and nursing education that is agile and responsive to national and local sector workforce skills needs. Leading the strategic development of new programmes and offers for learners and employers, including responding to the opportunities created through the West of England Institute of Technology.

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- To effectively develop, manage and co-ordinate a curriculum portfolio that includes Apprenticeship and Higher Education programmes ensuring high levels of learner / apprentice success and progression. Including, but not exclusive to:
 - FdSc Nursing Associate (Nursing Associate NMC)
 - FdSc Health and Social Care Practice (Assistant Healthcare Practitioner)
 - FdSc Integrated Mental Health and Social Care (Assistant Healthcare Practitioner)
- Teaching on a range of programmes including those listed above. The Foundation Degrees are knowledge qualifications within Higher Apprenticeship programmes.
- To line manage a team of staff, ensuring consistency and compliance with Weston College and UCW/University procedures across designated Apprenticeship and HE programmes.
- To work with UCW's Higher Education Directorate and Business Growth Team to ensure the successful mobilisation of the FdSc Nursing Associate and to support the continued growth and development of all programmes.
- To ensure that quality assurance and improvement mechanisms are effectively implemented, robustly monitored and result in high academic standards and outstanding learner / apprentice outcomes.
- To support the marketing of the Healthcare and Nursing programmes and IAG for learners within the subject areas, ensuring that learners and apprentices are recruited to programmes that best meet their ability and aspirations.
- To continually seek and capitalise upon opportunities to increase customer satisfaction and deepen employer relationships to support the continual development of Weston College/UCW education and training programmes.
- To increase the external reputation of the Weston Health brand, across the region, through increased employer engagement and stakeholder engagement to ensure recruitment and brand awareness is maximised.
- To support and contribute to the employer engagement and account management Strategy for Health and Active Living Skills Centre to capitalise on partnership opportunities.
- Possesses the expert knowledge to identify opportunities for change and the ability to convey the need for change.

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- Highly efficient collaborator with partners, strategic stakeholders, external organisations and staff across the College.
- To keep up to date with current teaching, learning and assessment initiatives and funding requirements, proactively adapting to changes in the field of Healthcare and Nursing and successfully implementing these, including maintaining the Nursing and Midwifery Council Approval.
- To effectively work with the Sector Manager – Health and Active Living to achieve key targets in terms of retention, overall and timely success of learners and apprentices.
- Monitor and evaluate the effectiveness of Healthcare and Nursing programmes and ensure resources are maximised.

GENERIC RESPONSIBILITIES

In addition to the above requirements, as a Director of Nursing, you will be responsible for the following generic duties and responsibilities:

- Contributing to collaborative links with other programmes / subjects, and to the collegiate life of the subject group, department, faculty and university.
- Co-ordinating the selection process and appointment of staff to the Area.
- Line managing a team of staff, ensuring that performance is regularly reviewed in line with Weston College performance management and appraisal protocols.
- Ensuring effective representation and engagement at Weston College employer engagement, marketing and recruitment events.
- To fully participate in the self-assessment process ensuring that reports are accurate, objective and identify key quality improvement actions.
- Development, approval and validation of courses in response to Student, Employer needs and external bodies' requirements.
- To regularly review key learner performance data and ensure interventions are proactive and timely and have impact.
- Ensuring that attendance and standards of learner behaviour are high.
- Contributing to developing new initiatives and new resources in education and training.

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- Ensuring College policies and procedures are adhered to by all staff within the Area.
- Complying with Information Security requirements, in line with Weston College policy.
- Undertaking other duties as may be required by the Principal to reflect changes and developments, commensurate with the grade of the post.

TARGETS

This post has key targets that are required for the success of this post. These targets will be set and agreed annually, normally prior to the start of the academic year. Targets will be progress monitored and updated on a termly basis.

The following is a list of areas for which targets will be set. Whilst this list covers key areas, it is not exclusive and is likely to change in line with external and internal strategies.

- Learner satisfaction.
- Employer satisfaction.
- Success, retention, and achievement.
- Progress and value added.
- Learner progression.
- External activity to be graded 'Good' or 'Outstanding' or HE study programme equivalents (ie: TEF Gold, NSS outcomes).
- Teaching and learning observation profile.
- Resource utilisation.
- Learner recruitment.

HEALTH AND SAFETY

All members of staff have a duty to maintain the safe and clean conditions of their workplace area and to cooperate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.



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CONDITIONS OF SERVICE

The College standard Contract of Service for Management Spine staff applies.

SALARY

Management Spine, Points 7 - 11: £42,582.00 to £47,439.00 per annum.

HOURS

Working hours: Full-time, 37 hours per week.

Lecturer contact hours: To be confirmed.

Annual leave: 318.5 hours per annum, inclusive of statutory bank holidays and college closures.

The College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.

Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Five GCSEs at Grade C or above (or equivalent), including English Language and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 Qualification in Mathematics and English Language or be willing to undertake the qualification whilst in post.</i>	✓	
Qualified at Graduate Level in a relevant subject.	✓	
Relevant postgraduate or PhD qualification in a relevant subject.		✓
Minimum 3-years' experience in a clinical healthcare and/or nursing environment.	✓	
A Teaching Qualification. <i>All candidates for teaching posts must possess a recognised teaching qualification or be prepared to gain (with the assistance of the College) a qualification within the first two years of service.</i>		✓
An ability to develop innovative solutions in meeting organisational requirements, and motivating staff to affect change through others is essential, particularly in relation to establishing Healthcare and Nursing Partnership arrangements.	✓	
Current NMC Registration.	✓	
Experience of strategic planning and implementation to develop a new programme/ project in response to an identified strategic priority.	✓	
A strong track record of vocational training and/or education.	✓	
Possess sufficient breadth and depth of contemporary specialist knowledge and clinical skills in Healthcare and Nursing contexts to contribute to the teaching programmes.	✓	
Credible role model to inspire and influence upholding the standards outlined in the Healthcare and Nursing and Midwifery Code.	✓	
Experience of working effectively with employers to create new and bespoke provision.	✓	



PERSON SPECIFICATION

A strong understanding of the Education Inspection Framework, OfS and awarding organisation guidance and regulations.	✓	
Experience of working across teams and influencing change.	✓	
Excellent management and interpersonal skills and ability to lead and motivate a team effectively.	✓	
Experience of working with national governing or accrediting bodies (e.g. Nursing and Midwifery Council, Health Education England and Clinical Commissioning Groups)	✓	
Sound working knowledge of budgeting procedures / management.	✓	
Thorough understanding of funding and strategic planning methodologies.	✓	