

College of Integrated Chinese Medicine

Job Description for Principal

Updated 16th Sept 2023

Accountable to: CICM Council

Job Overview: The Principal provides the academic and administrative leadership of the college and is responsible for the strategic and financial management of the college. Accountable to the council of the college. They will oversee the general running of the college especially in respect to curriculum and teaching staff and professional standards.

Duties and responsibilities

Strategy

- Develop and execute the college's strategic direction in collaboration with the management committee and college council aligning it with the overall mission.
- Collaborate with all relevant teams and stakeholders, to set and achieve long-term goals.

Curriculum

- Oversee the planning and timetabling of the curriculum
- Co-ordinate changes to curriculum
- Oversee the ongoing development of e-learning.

Professional and academic standards

- Take overall responsibility for the college's professional and academic standards.

Teaching staff

- Be responsible for the recruitment, training and wellbeing of teaching staff.
- Oversee line management of teaching staff, including induction, training and performance monitoring.
- Take responsibility for ensuring appropriate staffing resource and succession planning.
- Organise and carry out interviews for new teaching staff.
- Co-ordinate teaching staff appraisal and line manager appraisal administrator.

Students

- Oversee management and welfare of students.

Accreditation/validation and reports

- Co-ordinate inspections e.g. the British Acupuncture Accreditation Board with Academic Director
- Liaise with validating and external bodies including HESA, Office for Students, QAA, Office for Students
- Take responsibility for external and internal reporting of all such accreditation and validation with Academic Director

Management

- Be the designated accountable officer for the Office for students/HESA, responsible for statutory reporting.
- Line manage the Executive Committee: Academic Director, Operations Director, Director of Student Experience, Accounts Manager, and Communications and Development Manager.
- Line manage Clinic Development Manager
- Line manage Programme Administrator

Public facing

- Attend open days, graduations and any other external or promotional events.
- Be the spokesperson for the college in media interviews or any other similar situation as required.

College of Integrated Chinese Medicine

Person specification

Vacancy for College Principal

The College of Integrated Chinese Medicine in Reading is the largest acupuncture college in the UK offering a BSc (Hons) degree in acupuncture and we are looking for a principal.

This is a major role within the college and the successful candidate will be a key member of the management team. The principal has responsibility for the overall running of the college especially in respect to curriculum and teaching staff and quality inspections by the British Acupuncture Accreditation Board.

The successful candidate will ideally be able to demonstrate the following:

Skills and experience

- Providing strategic direction for an organisation
- Effective and inspirational leadership
- Directing the processes of learning and teaching
- Practising acupuncture

Personal qualities

- Working well in a variety of team settings
- Good at organising and overseeing a management team
- Excellent communication skills
- Effective delegation abilities
- Solving problems and overcoming challenges

The successful candidate will demonstrate a commitment and understanding of an Integration of Five Element Acupuncture and TCM

£70,000 pro rata. FTE: 0.6.

To apply please complete the application form and send with a covering letter, explaining why you are applying and why you think you would be suitable for this role, and return to Angie Hicks, Interim Principal at ahicks@cicm.org.uk who may also be contacted in the first instance regarding the role.

Application deadline: 16th October 2023

First interviews will be held on Thursday 26th October.

Second interviews on Thursday 2nd November.