

Westminster Kingsway College Job Description and Person Specification

Post:	Head of Teaching & Learning
Contract:	Permanent
Hours:	35 hours per week
Reporting to:	Vice Principal
Responsible for:	Quality Improvement, Teaching, Learning & Assessment, Professional Development & preparation for Ofsted inspection and other quality reviews.
Grade:	Leadership & Management, SCP 52
Salary:	£59, 156 per annum

Key Purpose

In close liaison with the College Senior Management Team, to maintain and develop policies, procedures, strategies and plans to ensure high quality teaching, learning and assessment is delivered across the college.

Main Duties and Responsibilities

- To monitor the outcomes from the College's quality assurance systems, and identify and develop, in conjunction with appropriate management teams, the actions necessary for improvement of teaching, learning and assessment (TLA) practices.
- To maintain and monitor Key Performance Indicators to drive quality improvement strategies with particular reference to TLA.
- To monitor progress towards meeting targets set out in QIPs, with particular reference to TLA.
- To be responsible for the development, coordination, implementation and impact monitoring of an effective professional development programme, in close consultation with Centre Directors.
- To work closely with the College E-learning Manager and the Digital Learning Group on E-learning strategy development, implementation and monitoring in relation to its impact on TLA.
- To coach, mentor and support a range of teaching staff in the development of their teaching strategies and skills in partnership with the College Deputy Directors with responsibility for TLA.

Quality

- To manage, embed and monitor existing and developing quality assurance and self-inspection systems including self-assessment, internal inspections, course and curriculum reviews, observations of teaching and learning for both FE and HE provision.

- To support managers in producing course and curriculum self-assessments and provide training to Ofsted standards in formal observations and walk-through activity, undertaking joint and peer observations with managers and moderating judgements.
- To work effectively with the VP Curriculum & Quality in the analysis of learner and other data for use in the quality procedures of the College.
- To ensure high standards of quality assurance are applied to TLA in partnership and apprenticeship provision, and to drive quality improvement in these areas.
- To work with the VP Curriculum and Quality and with Heads of Quality across CCCG in the preparation for OFSTED and other inspections, with particular focus on TLA quality.
- To work effectively with the VP Curriculum & Quality and the E-Learning Manager to ensure E- Systems (such as Pro-monitor/Pro-observe/Moodle/BKSB/SMART Assessor) are fit for purpose, reviewed and updated periodically to improve the users' experience and enhance teaching, learning and assessment

Teaching, Learning & Professional Development

- To be responsible for undertaking analyses of quality assurance outcomes and learner achievement rates/value added scores and developing strategies which will result in measurable improvement in the quality of teaching, learning and assessment and learner achievement in curriculum areas.
- To work with College managers and Course teams to develop high impact CPD that deliver excellent teaching, learning and assessment across the College.
- To undertake internal quality reviews at course and curriculum level, identify improvement strategies as necessary and provide follow-up support and training, and monitor progress towards targets.
- To further develop the College's formal observation programme to ensure excellent teaching, learning and assessment.
- To develop cross College staff development programmes and be responsible for the development, implementation and monitoring of a coordinated staff development programme that supports the achievement of each Centre's objectives and plans.
- To improve the quality of teaching, learning and assessment through development programmes, including support for innovative practices such as e-Learning.
- To collaborate actively with Heads of Quality and other colleagues across CCCG on joint initiatives, projects and strategies to ensure a consistent and coordinated approach to the development of high standards in TLA.
- To participate in development projects as required which enable the College to develop and share good practice within CCCG and externally and maintain a high profile within the FE sector.

E-Learning

- To collaborate with the E-Learning Manager in the development of the E-learning strategy for the college, and its implementation and monitoring.
- To assist with the development of Pro-monitor, Pro-observe and Moodle E-Systems to drive continuous improvement and support teaching learning and assessment.

Resources

- To review the role and impact of the Centre Teaching and Learning Coaches across the College and explore opportunities for further development
- To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role including financial, human and physical resources.

Expectations of the Post Holder

- To implement College policies, particularly those relating to equality and diversity.
- To implement Health and Safety and security measures in accordance with statutory and college requirements.
- To actively develop his/herself through staff development and training activities and to review their own performance and the performance of those who are responsible to them.
- To develop effective working relationships internally and with external partners.
- To operate at all times in line with the College's values and behaviours.
- To undertake any other duties consistent with the key responsibilities and/or duties of the post.

All teaching staff at the College are expected to support students to develop their English and Maths skills, using teaching, learning and assessment opportunities within the curriculum or through the delivery of Additional Learning Support, to do so. You will be expected to mark students' work carefully and thoroughly, giving advice on how it could be improved, and also correcting spelling, grammar and vocabulary when necessary.

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Person Specification

	Criteria	Essential	Desirable
Qualifications / Professional Development	A relevant first degree and/or professional qualification in a relevant subject area	X	
	A full teaching qualification	X	
	Evidence of continuing professional development including current pedagogical thinking and approach	X	
Knowledge / Experience	Experience of successfully leading quality improvement programmes covering teaching, learning and assessment and tutorials	X	
	Experience in developing and implementing strategies for the improvement of quality in teaching, learning and assessment, including e-learning	X	
	An excellent understanding of the Ofsted inspection and QAA review frameworks	X	
	Experience in developing effective tutorial and learner engagement strategies	X	
	Experience of leading teams and/or managing staff	X	
Skills / Abilities	Highly developed communication, external liaison and networking skills	X	
	The ability to influence others through inspirational leadership which commands respect and provides an environment where others feel motivated	X	
	The ability to delegate effectively and manage the performance of others in accordance with good management practice.	X	
	The ability to analyse, solve problems and implement change with a successful track record of managing and delivering change	X	
	The ability to manage budgets and meet financial targets	X	
	The ability to respond creatively to the specific teaching and learning needs of a diverse community	X	
	Excellent written skills	X	



	The ability to work effectively through teams and a critical and sensitive understanding of the roles of teaching and other staff.	X	
	A strong sense of purpose and the drive to achieve agreed goals	X	
Other Factors	Knowledge of the Further Education sector (including HE in FE), in particular policy developments in relation to issues which will impact upon education, training and learning in an FE environment.		X
	A sound understanding of effective support systems to meet learner needs		X
	A strong commitment to student success		X
	A relentless commitment to excellence and innovation		X
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service		X

When completing your application form and writing your supporting statement please make sure that you cover all the points in the

Person Specification using each criterion as a separate heading.