

<b>Job Title:</b>	Head of Teaching, Learning & Assessment		
<b>Department:</b>	TLA	<b>Job Ref:</b>	
<b>Grade:</b>	£44,151-£46,847	<b>Position Type:</b>	Head of Service
<b>Responsible to:</b>	Vice Principal – Curriculum, Teaching and Learning	<b>Responsible for:</b>	Practitioner Team/Literacy and Numeracy Leads/Worldskills Educators

### Job Description

#### Main Purpose of Role

The Head of Teaching, Learning and Assessment will play a key role in the college leading on the promotion of excellent practice. They will work collaboratively with Heads of Faculty, Sector Managers and the Director of Quality to constantly develop and improve outcomes for learners in relation to teaching, learning and assessment.

#### Main Duties and Responsibilities

- 1.1 To support the Vice Principal for Curriculum, Teaching & Learning in the ongoing development, management and implementation of the Teaching, Learning and Assessment Strategy.
- 1.2 To drive improvements in teaching, learning and assessment across the College to ensure a positive outcome at the next Ofsted Inspection.
- 1.3 To work with managers across the college to support in the implementation and monitoring of Teaching, Learning and Assessment improvements.
- 1.4 To lead on the continued development of the college's Teaching for Distinction, Learning for Distinction and Management for Distinction programmes
- 1.5 To use external events, consultants and training opportunities to develop teaching and learning pedagogy for the college
- 1.6 To be responsible for the observation process including the development of documents and resources and lead on regular standardisation throughout the year
- 1.7 To lead and manage the Practitioner Educators to develop teachers and improve teaching, learning and assessment.
- 1.8 Manage and develop the college's CPD plan for teaching, learning and assessment
- 1.9 To work with the Director of Maths and English and the Head of Faculty for Maths on a literacy and numeracy strategy for the College
- 1.10 To support the faculties and sectors in the development of their plans relating to the industrial updating of teachers and to provide the monitoring documentation associated with this activity

- 1.11 To work with the Vice Principal for Curriculum, Teaching and Learning and other cross college managers to integrate Worldskills methodology into teaching, learning and assessment
- 1.12 To lead and manage a yearly Teaching, Learning and Assessment conference for all teaching staff at the college
- 1.13 Support the Quality Department in the implementation of quality assurance/improvement activities such as 'deep dives'
- 1.14 Produce and maintain data about teaching, learning and assessment outcomes.
- 1.15 Prepare papers for principalship and governors about teaching, learning and assessment outcomes where applicable
- 1.16 Act as the aspect lead for teaching, learning and assessment during Ofsted Inspection.
- 1.17 Network across the region to seek out outstanding and sector leading practice in both curriculum and functional areas that will ensure the College is at the forefront of innovation and development.
- 1.18 To support and develop new staff through the implementation of a planned programme of CPD and activities including a 'new staff' induction relating to teaching, learning and assessment.
- 1.19 To ensure that equal opportunities is promoted and developed in all areas of teaching, learning and assessment.

### **General**

- 2.1 This job description is a summary of the key areas of responsibility. It is not a definitive list. You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.
- 2.2 To ensure that equal opportunities is promoted and developed in all areas of responsibility.
- 2.3 To be responsible for promoting and safeguarding the welfare of children, young persons and/or vulnerable adults for whom you are responsible or come into contact with as part of your role. You will be expected to share the College's commitment in this respect.
- 2.4 To promote and provide excellent customer service internally and externally in all areas of the role.

### **Oldham College Commitments**

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.



- All employees of the Corporation are required to undertake such professional development and skills updating as required by the Corporation and/or required by the changing demands of their role.
- The post holder may be required to undertake any additional, reasonable duties in order to progress the needs of the organisation.
- The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.

Prepared By:	Vice Principal (Curriculum & Quality)	Date:	March 2017
Reviewed By:	Vice Principal Curriculum, Teaching and Assessment	Date:	May 2022
Reviewed By:		Date:	

**PERSON SPECIFICATION**  
**POST: Head of Teaching, Learning & Assessment**

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application submission providing evidence wherever possible.

You should be aware that this organization takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all times reflects a professional customer care oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within, our developing multicultural diverse organisation.

**Assessment:** Items marked with a \* are short listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

<u><b>Qualifications</b></u>	<u><b>Evidence Required</b></u>
<b>ESSENTIAL:</b>	
Degree level or equivalent vocational qualification	*
Recognised full teaching qualification.	*
L2 (or equivalent) qualification in English and maths	*
Evidence of recently undertaken professional development and subsequent practical application and impact	*
<b><u>Skills, Knowledge &amp; Experience</u></b>	
<b>ESSENTIAL:</b>	
An excellent track record of outstanding teaching.	*
An excellent track record responding to learner feedback to improve teaching and learning.	*
A thorough practical understanding of Teaching Pedagogy and Assessment for learning.	*
Evidence of successfully working with colleagues and departments across the college	*
Ability to present information in a variety of forms (written and verbal) to a range of audiences and in a range of settings.	*
Professionalism, credibility and authority in managing relationships with a determination and resolve to achieve outstanding outcomes using a performance management approach.	*
<b>DESIRABLE:</b>	
Be able to analyse and interpret complex situations and problem solve	*
Excellent organisational and administrative skills and strong IT skills.	*
Proven track record of use of peer observation to improve teaching and learning.	*



<b><u>Managing Self &amp; Others</u></b>	
<b>ESSENTIAL:</b>	
Able to manage time effectively and prioritise work to achieve timescales at self and Cross college level.	*
<b><u>Managing Self &amp; Others</u></b>	
<b>ESSENTIAL:</b>	
Ability to adapt own style/use appropriate interpersonal styles and communication methods to influence and build effective relationships in College Departments.	*
<b><u>Other Work Related Requirements</u></b>	
<b>ESSENTIAL:</b>	
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young persons and or vulnerable adults	*
Excellent communication skills.	*
A demonstrated commitment to the active promotion of equality of opportunity.	*
Self-motivation and enthusiasm.	*