

## **Job Responsibility and Person Specification**

**POST:** Teaching, Learning, Development and Innovation Manager

**SALARY SCALE:** CM Scale 7-10

**RESPONSIBLE TO:** Head of Teaching, Learning and Quality Improvement

**Primary place of work:** This post works across all College Centres

### **JOB PURPOSE:**

Work closely with the Senior Leadership Team and Curriculum Teams to promote excellent standards in the student experience with a focus on the quality of Teaching Learning and Assessment. Support and lead on the continuous professional development of teaching and associated support staff through the identification and provision of teaching and learning development opportunities, harnessing internal and external expertise. To actively support a culture of learning and personalised, impactful development and to create opportunities for experimentation and innovation in teaching practice.

### **CORE RESPONSIBILITIES:**

- Work with the HTLQI and other colleagues as identified to produce a Teaching and Learning Professional Development Plan which addresses identified quality improvement needs and identifies appropriate intervention strategies which reflect best practice within the sector.
- Work closely with the HTLQI to implement the Teaching and Learning Professional Development plan, leading and embedding T&L projects as required, and measure the progress made and impact achieved.
- Research, develop and share innovative teaching and learning practices, including digital and technology enhanced learning and other research based emerging developments in pedagogical approaches.
- Support the development and implementation of teaching strategies geared to the development of high quality digital learning opportunities for learners.
- Create, manage and review learning and development opportunities across teaching teams that will support these developments (including for example staff development days, management development programmes, inductions and probation structure, coaching programmes, Reflective Practitioner Programme).
- Further embed a culture of continuous improvement, reflective practice and teacher-led CPD
- Support the continued development of coaching, mentoring and support for all staff involved in the direct delivery of learning or support in order to enable continuous improvement
- Contribute to the development, implementation and review of BSC's Teaching Learning and Assessment strategy and philosophy
- Work with the HTLQI to regularly review and update teaching and learning quality policies and contribute towards quality policy developments as required.

- Work alongside the HTLQI to co-ordinate the work of the LTEs and TLCs across the organisation to support teaching and learning quality improvement , implementation of quality improvement strategies and to promote sharing of best practice
- Identify areas for improvement in teaching and learning practices across the College through a variety of internal and external methods i.e. research, networking, lesson observations, peer observations, SARs, appraisals, and work closely with other key personnel as appropriate to ensure effective strategies are applied to address these areas for improvement.
- Work closely with the HTL&QI to provide targeted professional development in teaching and learning, mentoring, coaching and support working closely with Managers in all academic areas to ensure identified needs are effectively addressed
- Monitor and develop the quality and effectiveness of teaching and learning, measuring impact of any intervention applied to improve quality standards throughout the organisation.
- Identify best practice in teaching and learning internal and external to the College and ensure that this is shared in timely and effective manner.
- Work closely with the HTLQI and HR to ensure identified workforce development and quality improvement requirements are incorporated within annual individual and cross College programme of CPD.
- Review and report on the progress and the impact of training on improved staff motivation, engagement, teaching observation grades, skills and success rates;
- Manage any observation process and ensure that bookings and appropriate reports are actioned in a timely and effective manner in accordance with College policy.
- Undertake teaching and learning observations as required and validate observations to ensure consistent application of the process and to ensure any actions or support identified and addressed in accordance with College policy and practice.
- Attend and lead team meetings in curriculum areas in order to improve standards of teaching and learning, support and the learner experience and address areas for improvement identified within action plans.
- Carry out sessions for learners to feedback their experiences and report back to the HTLQI
- Lead on appropriate methods of internal communications specifically relating to professional development and teaching and learning improvement.
- Fulfil an agreed teaching timetable within own area of specialism.

### **Leadership and Management**

- Work with the HTLQI to ensure effective development and implementation of cross College initiatives.
- Lead by example, manage and direct the staff (as appropriate) within the department so as to promote the highest standards in all its activities.
- Support the College in its corporate endeavours to achieve student success.
- Contribute as a member of the College's management team, to the development and operational leadership of the College
- Contribute to the development of applications for funding, and new initiatives

### **Quality and Continuous Improvement**

- Contribute towards the completion of self-assessment reports and implementation of related action plans
- Contribute to the implementation, maintenance and improvement of the College's quality assurance and improvement system supporting a culture of continuous improvements.
- Produce accurate and regular reports on aspects of teaching and learning.

### **Staff**

- Assist in recruitment and selection of relevant staff.

- Manage (as required) performance, appraisal and development of relevant, setting annual performance targets.
- Coach and support staff to achieve, improve and develop to their full potential.
- Utilise staff skills effectively and delegate as appropriate.
- Line manage relevant staff and implement all relevant College policies relating to staff.
- Use a range of communication strategies to inform and be informed (team meetings, team briefings, social events).

### **General and College Responsibilities**

- Be aware of equal opportunities and diversity and to demonstrate these principles in all aspects of work;
- Displays commitment to the protection and safeguarding of children and young people
- Encourage the awareness of risk within your department, ensuring that responsibility for risk management is effectively embedded and that all risks identified are reported through the appropriate college system;
- In liaison with the Executive Leadership Group, effectively represent the interests of the College with stakeholders, major clients and the community in all matters relevant to the duties of the role;
- Promote the effective implementation of the College's policies and priorities in relation to all aspects of the duties of the role;
- Promote the highest standards of Health and Safety practice in relation to all aspects of the duties of the role;
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions;
- Participate as required in College-wide activities such as duty manager rotas, marketing activities and staff and learner events;
- Undertake such additional duties or projects as the Executive Leadership Team may determine from time to time, after consultation with the post holder.

**NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.**

LJ, June 2021

### **PROPOSED PERSON SPECIFICATION – Teaching, Learning, Development and Innovation Manager**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Educated to degree level or relevant professional qualification</li> <li>• Teacher Qualification</li> <li>• Trained as an observer</li> <li>• Evidence of continuing professional development in relation to leadership and management skills and improving outcomes for customers.</li> </ul>	<ul style="list-style-type: none"> <li>• Management qualification</li> <li>• ATS</li> </ul>

<b>Experience / Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of teaching and learning improvement strategies through the provision of professional development, coaching and support</li> <li>• Experience of working effectively with colleagues to identify and address workforce development needs through a flexible programme of delivery</li> <li>• Successful experience of implementing initiatives to ensure sharing of good practice</li> <li>• Knowledge and experience of FE and HE landscapes.</li> <li>• Experience of change management and leading successful curriculum teams.</li> <li>• Knowledge of current issues and future trends in teaching and learning including Ofsted guidelines</li> <li>• Knowledge and awareness of research based methodologies relating to Post 16 learning</li> </ul>	<p>Successful project management experience</p>
<b>Skills / Competencies</b>	<ul style="list-style-type: none"> <li>• Consistent Grade 1 in teaching observations</li> <li>• Proven ability to provide vision, leadership, motivational and negotiation skills.</li> <li>• An ability to work effectively as a member of a team and autonomously as required.</li> <li>• Excellent interpersonal and communication skills.</li> <li>• An ability to work under pressure and to meet targets and deadlines.</li> <li>• Digital skills sufficient to meet the requirements of the post</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• A willingness to work at any College site and work such hours as are reasonably necessary for the proper performance of your duties and responsibilities.</li> <li>• To uphold and behave in accordance with the College's core values.</li> <li>• A commitment to continuous professional development of self and others.</li> <li>• A professional and flexible approach to work</li> </ul>	
	<ul style="list-style-type: none"> <li>• An ability to work within and implement the College's Equal Opportunities and Safeguarding Policies</li> </ul>	