

Role Specification

Role Title	Head of Teaching and Learning Development
Department	Teaching, Learning and Skills Academy
Responsible To:	Director of Teaching, Learning and Quality (DTLQ)
Responsible For:	Teaching, Learning and Skills Coaches, Education Curriculum
Staff Group	Teaching & Training

1: Purpose of Role

To support the continuous improvement of the College's quality of education by leading on the development of innovative and engaging teaching and training approaches, promoting a culture of continuous improvement. To work closely with the Teaching, Learning and Skills Coaches (TLSC) and Digital Transformation Team Leader in promoting and developing outstanding teaching, learning and assessment through highly effective mentoring, coaching and training, leading to improved learner outcomes. To lead and manage the Education Curriculum.

2: Key Responsibilities

2.1 Main tasks and responsibilities

- a) To promote and implement a model of excellence in teaching, learning and assessment working with a team of Teaching, Learning, Skills Coaches and the Digital Transformation Team Leader.
- b) To deliver continuous professional development activities, supporting the continuous improvement in pedagogical practices across the College.
- c) To lead and manage all teacher training related programmes for internal staff and external students.
- d) To support the Director of Teaching, Learning and Quality in the delivery of apprenticeships relating to teaching and learning.
- e) To support the Director in the implementation of the Teaching, Learning and Assessment strategy including the Learning Walk process.
- f) To be part of the College observation team.
- g) To support the development and implementation of new teaching practice as part of the Teaching, Learning, Skills Academy
- h) To support the Director with practitioner led research, which can be disseminated internally and across the sector.
- i) To lead and model reflective best practice to develop a culture of academic excellence.
- j) To support teaching staff in developing the co-design and co-delivery of the curriculum with relevant stakeholders
- k) To support the achievement of relevant targets to achieve strategic objectives and to maximise the benefits to the learner/apprentice experience.
- l) To support the curriculum planning process and contribute to the approval of new provision.
- m) To investigate and implement state of the art resources to support the development of pedagogy and best practices across the College.
- n) To ensure high quality resources and facilities are maintained and adhere to safe working practices in delivery.
- o) To ensure record keeping is accurate and timely to support the performance management process.
- p) To maintain currency in personal field of expertise and of agreed broadening of personal skills relevant to the changing demands of the College.
- q) To provide focussed support for departments which have been identified through the quality assurance processes as requiring direct intervention.

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- r) To manage the team of Work-Based Tutors (WBT) who deliver on education related apprenticeship and the team of TLSCs.
- s) To promote the implementation of the Professional Practice standards for Teachers to promote excellence within the College.

2.2 Pastoral Care

- a) Safeguarding is everyone's responsibility here. You are required to actively contribute to the safeguarding, health, safety and welfare of all students in all aspects of your role and liaise with Learner Safeguarding and Wellbeing team members as necessary.
- b) Create working and learning environment that is safe and welcoming and ensure the learners and apprentices understand college expectations of them.
- c) Promote and support positive learner behaviour attitudes and wellbeing contributing to the College policy relating to Ready, Respect & Safe and safeguarding policies.
- d) Develop and apply your knowledge of SEND (SEND / Complex / High Needs) learners and apprentices to creative an inclusive learning experience and work with learner support teams to develop learner/apprentice confidence, autonomy and thinking skills.

2.3 Marketing / Promotion / Student Enrolment

- a) Contribute to the marketing and promotion of the courses provided by the College.
- b) Participate in learner recruitment-and open events.

2.4 Continual Professional Development

- a) Participate willingly in the College teaching and training practice quality processes along with the college performance review processes.
- b) Critically reflect on and evaluate your own practices, values and beliefs to improve learner outcomes.
- c) Critically review and apply your knowledge of educational research, pedagogy, and assessment to develop evidence informed practice.
- d) Collaborate with colleagues to develop your own skills and knowledge and help develop others.
- e) Understand your teaching role and responsibilities and how these are influenced by legal, regulatory, institutional and ethical contexts.
- f) Actively engage with personal development and CPD opportunities.

2.5 College General

- a) Understand and comply with all relevant college policies and procedures, including Safeguarding, Data Protection, Equality & Diversity, and Health & Safety.
- b) Promote and embed equality, diversity, and inclusion in all aspects of your role, aligned with the College's 'Inclusion by Design' approach.
- c) Build respectful and collaborative relationships with learners, apprentices, colleagues, and external stakeholders.
- d) Use digital technologies safely and effectively to enhance learning and maintain accurate records.
- e) Model the College's core values and take appropriate action if concerns arise regarding others' conduct.
- f) Attend and contribute actively to meetings as required.
- g) Carry out other duties relevant to your role as directed by the Executive Leadership Team or Senior Management.

This job description is current as at the date shown. This does not form part of your contract of employment and may be amended or updated as may be appropriate. Any changes will be discussed with you.