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|  | **JOB DESCRIPTION/ CANDIDATE SPECIFICATION** |

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| **POST** | Teaching & Learning Manager |
| **DEPARTMENT** | Quality Improvement |
| **SALARY** | £46,543 - £50,646 per annum (Academic pay scale 37-40)  |
| **HOURS** | 36 hours per week  |
| **CAMPUS** | 2 days Richmond – three days other site/s |
| **RESPONSIBLE TO** | Assistant Director – Academic Standards |

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| **JOB PURPOSE** |

The post holder will take a lead role in promoting excellent practice in teaching, learning and assessment across the College group and lead on the delivery of teacher training across HRUC.

The role will involve, visibly leading schools to complete lesson observations, ensuring written feedback is robust and effective to drive improvements within the classroom. You will drive TLA improvements through strong reporting on strengths and Areas for Improvement and high levels of compliance. The post holder will oversee the co-ordination of HRUC’s Leaders in Learning, ensuring they are up to date with pedagogical practice, and share best practice, their knowledge and expertise across the group including delivering the HRUC Learning Philosophy. The post-holder will take an active role in delivering collaborative working across the group and work towards creating consistency of TLA standards, the HRUC Learning Philosophy and developmental support for teachers including cross college CPD. You will facilitate the Leaders in Learning team across HRUC.

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| **MAIN DUTIES AND RESPONSIBILITIES** |

**These duties are not exhaustive or exclusive. The duties may be varied provided that any other duties are appropriate to the grading level of the post.**

* To drive the development of excellence in teaching, learning and assessment across the College group.
* Lead group practice that delivers to our robust observation process and that continues to support that processes evolution.
* To teach on and support with the cross-college delivery of the level 5 teaching apprenticeship, DiT and AET short courses. Ensure consistency of design, delivery and quality to ensure all apprentices are supported individually, depending on their learning needs.
* Deliver and course tutor on Richmond Colleges teaching programmes for a minimum of 4 hours per week as well as supporting with progress reviews and lesson observations.
* Provide effective support, training, authority and consistency to lesson observers to ensure all observations are completed in a consistent and timely manner and that written feedback is of a high standard.
* Deliver, under the direction of the ADAS, TLA CPD that visibly delivers high and increasing proportions of outstanding teaching. Ensure you provide high quality reporting on strengths and Areas for Improvement and deliver CPD that effectively increases the proportions of good and outstanding teaching.
* Support & train allocated lesson observers to design appropriate and developmental feedback and oversee the creation of action plans.
* Actively support the four HRUC Learning Philosophy criteria: Active & Challenging – 4 criteria, Ambitious & Inclusive- 4 criteria, Industry Immersed- 4 criteria, Exceptional environments- -up to 5 criteria. (add as an appendix).
* To support the Assistant Director for Quality and Academic standards in quality assuring the lesson observation process across the group.
* You will facilitate the Leaders in Learning, ensuring they are utilised effectively to enhance excellence in teaching practise
* To support the Assistant Director for Academic Standards (ADAS) in co-ordinating the Leaders in Learning to ensure they are fully utilised and are delivering efficiently, effectively and consistently.
* In partnership with the Leaders in Learning design a minimum of seven TLA hour CPD activities for each academic year.
* Contribute to the delivery and development of whole college training days and bespoke training for schools.
* To work with the Leaders in Learning team to identify good practice internally and externally to ensure this is shared throughout the organisation through multiple communication channels.
* Support and help to develop a culture of high expectations and continuous improvement, where the delivery of outstanding teaching and learning is promoted and achieved consistently.
* To ensure those involved in teaching and learning are consistently delivering to current professional standards.
* To identify, plan and co-ordinate delivery, where required appropriate CPD activities across the College.
* To work closely with college managers in supporting the operation of college performance management and capability procedures.
* To support the development and implementation of relevant policies, procedures and quality initiatives linked to TLA.
* To liaise with external organisations and attend professional development activities.

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| **GENERAL DUTIES** |

* To participate fully in the College’s Appraisal process according to the College requirements and undertake training as required.
* To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department.
* To propose any ideas that may help to promote and extend the College’s reputation and efficient running of the College.
* To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult protection, Quality and Financial regulations. To report any concerns to the appropriate person.
* To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.
* To be available to assist in enrolment procedures, which may require additional hours including evenings and weekends, for example during the Autumn Term.
* To work flexibly, which may include evenings, open days, parents' evenings and possibly weekends.
* To undertake any other duties commensurate with your level of responsibility as may be required by the Senior Leadership Team or a member of the College Leadership Team, in order to ensure the efficient functioning of the College Group.

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| **CANDIDATE SPECIFICATION** |

The successful candidate will fulfill the following essential requirements and will ideally hold the desirable attributes. This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

**\* Key:**

A – Application Form I – Interview T – Test

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|  | **Qualifications** | **Essential** | **Assessed By** |
| **1** | Degree level or equivalent vocational qualification | √ | A |
| **2** | Hold a full teaching qualification | √ | A |
| **3** | Level 2 English & Maths (or equivalent) | √ | A |
|  | **Skills, Abilities & Experience**  | **Essential** | **Assessed By** |
| **7** | Experience of developing teaching and the use of innovative approaches to teaching and learning to raise standards in TLA | √ | A / I |
| **8** | An understanding of the FE sector and the administrative demands required to ensure the maximisation of success | √ | A / I |
| **9** | Experience of delivering high quality teaching and learning activities as an educational professional  | √ | A / I |
| **10** | Working with the Ofsted inspection framework | √ | A / I |
| **11** | Evidence of a commitment to continuous improvement and a drive for results | √ | I |
| **12** | Be able to build and sustain effective relationships with teachers and learners | √ | I |
| **13** | Be able to analyse and interpret complex situations and problem solve | √ | I |
| **22** | A sound knowledge of frameworks and requirements of the sector and how these relate to the role | √ | A / I |
| **23** | Commitment to Equality & Diversity, Safeguarding, Health & Safety, Prevent | √ | I |
| **24** | Excellent interpersonal skills including communications, presentation and an ability to influence others | √ | I |
| **25** | To be able to work on own initiative | √ | I |
| **26** | The ability to work to tight deadlines, planning and prioritising work to ensure deadlines are met | √ | I |