

## JOB DESCRIPTION

**Job Title**                    **DIRECTOR OF TEACHING, LEARNING & PROFESSIONAL DEVELOPMENT**

**Responsible to:**        **Deputy Principal – Curriculum & Quality**

**Accountable to:**       **Principal/Chief Executive**

---

### **Job Purpose**

To be responsible for proactively leading the innovative practice and effective management of teaching and learning and quality improvement across the college.

To lead on the implementation of effective Equality & Diversity strategies, policies and procedures for everyone in College, including reporting to the Board of Governors.

---

### **Key Responsibilities**

- To develop the teaching, learning and assessment strategy that underpins the College's Strategic Aims and Priorities.
- Provide leadership and engage with leaders and staff across college to ensure high quality teaching, learning and assessment is delivered and is always informed by best practice.
- To support, motivate and facilitate the delivery of innovative learning and teaching and promote wider dissemination of ideas and good practice across the college.
- Lead in the collaborative approaches to the monitoring, evaluation and review of teaching, learning and assessment strategy and its implementation throughout college.
- Initiate and support major change projects linked to learning and teaching and aligned to the college strategic aims and priorities.
- To develop and embed the Digital strategy across college working with leaders to enhance staff and learners' access to resources and use of digital platforms.
- Lead, manage and inspire the Teaching & Learning Managers and Senior Practitioner team.
- Support the innovative development of curriculum delivery to ensure access is flexible and meets learners' needs.
- Develop and implement strategies, structures and systems to enable the continuous enhancement of learning, teaching, assessment and support throughout the college.
- Demonstrate impact across all KPIs of teaching and learning performance.
- Develop and implement Continuous Professional Development Strategies that ensure the development and improvement of quality in the learning process including the sharing of best practice.
- Lead the CPD programme in line with the College's Strategic Aims and Priorities to ensure teaching, learning and assessment is delivered at an outstanding level.
- Lead the Senior Practitioners to ensure the effective and efficient delivery of CPD workshops and events, support, coaching and initiatives to drive change and promote improvement in teaching, learning and assessment.
- Lead and oversee the development of and support for pedagogic research.
- Be a role model of best practice for observations and learning walks across all aspects of college provision.
- Lead on the support and development of teaching staff who require improvement.

- Advise leaders on national policies and initiatives in respect of learning and teaching advancement, CPD, professional standards and pedagogic research.
- Identify and work with others to capitalise on opportunities to improve the learner experience.
- To lead on the implementation of effective E&D strategies, policies and procedures.
- Work collaboratively with the E&D committee, leaders, teams and individuals to ensure that all activities are carried out in such a way as to positively promote equality of opportunity, British Values and encourage diversity and inclusion.
- Ensure that Equality and Diversity measures are embedded in all aspects of the College provision and that progress towards equality and diversity targets relating to student retention and achievement are monitored.

### **Professional Standards**

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

### **Responsibilities common to all Managers**

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- To contribute to and promote the achievement of the College's Mission, Vision, Values and British Values.
- Participate in performance management review and take responsibility for the completion of agreed objectives.
- Participate in relevant professional development, ensuring others do the same.
- Ensure all staff and students comply with the Health and Safety at Work Act 1974.
- Ensure that all staff and students comply with the College's Equality & Diversity Policy.
- Be aware of and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- Hold team meetings and disseminate College briefings, feeding back staff comments as appropriate.
- Accept responsibility for safeguarding, promoting the welfare of children and vulnerable adults and Prevent.
- Undertake any other duties commensurate with the grading of the post.

### **Review Arrangements**

- This job description is not a rigid specification but identifies main responsibilities which will be amended in the light of organisational need and in discussion with the postholder.

## **PERSON SPECIFICATION**

### **Qualifications**

- Honours degree/professional qualification/higher degree.
- Teaching qualification.

### **Skills & Abilities**

- Demonstrates a strong track record of success in leading teaching and learning enhancement.
- High level of expertise in learning and teaching enhancement activity.
- Outstanding skills in motivating and influencing others across organisations to achieve high quality results and outcomes for learners.
- Demonstrates outstanding professional practice in line with the professional standards.
- Demonstrates relationship management skills including the ability to establish and maintain a high level of trust and confidence with key stakeholders.
- Well-organised.
- Demonstrates strong ability to analyse and understand data and information.
- Uses good judgement to make insightful decisions.
- Outstanding skills in leading innovation and continuous improvement.
- Manages change and challenges with confidence & impact.
- Outstanding written and oral communication skills, including the ability to present complex issues clearly and concisely to a wide variety of audiences.

### **Experience & Knowledge**

- Thorough FE /HE knowledge: developments in teaching and learning and government policies and priorities.
- Experience of both strategic and operational planning.
- Experience of managing budgets.