

Westminster Kingsway College Job Description and Person Specification

Post:	Head of Teaching & Learning
Contract:	Full time, Permanent
Hours:	35 per week
Reporting to:	Vice Principal
Responsible for:	Quality Improvement, Teaching, Learning & Assessment, Professional Development & Preparation for Ofsted Inspection and other Quality Reviews
Grade:	Leadership & Management
Salary:	£62,752

Key Purpose

In close liaison with the College Senior Management Team, maintain and develop policies, procedures, strategies and plans to ensure high quality Teaching, Learning & Assessment (TLA) is delivered consistently across the college.

Main Duties and Responsibilities

1. To monitor the outcomes from the College's quality assurance systems and identify and develop, in conjunction with appropriate management teams, the actions necessary for improvement of Teaching, Learning & Assessment practices.
2. To maintain and monitor Key Performance Indicators to drive quality improvement strategies with particular reference to TLA.
3. To monitor progress towards meeting targets set out in all QIP's with particular reference to TLA.
4. To be responsible for the strategy, development, coordination, implementation and impact monitoring of an effective personal development programme for all teaching staff.
5. To line manage the Teaching Improvement Managers (TIMs)
6. To coach, mentor and support a range of teaching staff in the development of their teaching strategies and skills in partnership with the College Assistant Principals who have responsibility for TLA.
7. To act as the College nominee to awarding organisations and ensure that the College's internal verification procedures are managed effectively with awarding bodies requirements and best practices.

Quality

1. To manage, embed and monitor existing and developing quality assurance and self-inspection systems including self-assessment, internal inspections, course and curriculum reviews and observations of TLA for all provision.
2. To act as the College awarding body nominee and key contact for awarding bodies at the college.
3. To supervise and oversee the work of the college Lead IQA's and IV's for the awarding bodies on quality issues and ensure EV action plans are followed up and completed.
4. To support managers in producing course and curriculum self-assessments and provide training to Ofsted standards in classroom visits, lesson observations, undertaking joint and peer observations with managers and moderating judgements.
5. To work with the Vice Principal and the Head of Quality in the analysis of both staff and learner data for use in the quality procedures of the college.
6. To ensure high standards of quality assurance are applied to TLA in partnership, franchise and Apprenticeship provision, and to drive quality improvement in these areas.
7. To work with the Vice Principal and the Heads of Quality & TLA across CCCG in the preparation for Ofsted and other inspections with particular focus on TLA.
8. To work effectively with the Vice Principal and the Head of Quality to ensure E-Systems (such as Promonitor, ProObserve, ProVerify, Moodle, Smart Assessor etc.) are fit for purpose, reviewed and updated periodically to improve the users experience and enhance TLA.

Teaching, Learning & Assessment and Professional Development

1. To be responsible for undertaking the analysis of quality assurance outcomes and learner achievement rates, value added scores and developing strategies which will result in measurable improvement in the quality of TLA and learner achievement, retention and progress in curriculum areas.
2. To work with college managers and curriculum teams to develop high impact CPD that delivers excellent TLA across the college.
3. To undertake internal quality reviews at course and curriculum level, identify improvement strategies as necessary and provide follow up support and training, and monitor progress towards targets.
4. To further develop the College's Teaching, Learning & Assessment Development Policy to ensure excellent TLA through both Quality Improvement and Quality Assurance.

5. To develop cross college staff development programmes and be responsible for the development, implementation and monitoring of a coordinated staff development programme that supports the achievement of cross college objectives.
6. To improve the quality of TLA through development programmes, including support for innovative practice. i.e. The One Thing Initiative.
7. To collaborate actively with the Head of Quality and other colleagues across CCCG on joint initiatives, projects and strategies to ensure a consistent and coordinated approach to the development of consistently high standards in TLA.
8. To participate in development projects as required which enable the College to develop and share good practice within CCCG and externally and maintain a high profile within the FE sector.

Staff

1. To line manage the Teaching Improvement Managers (TIM's) and to oversee the work of the Expert Practitioners (EPs)
2. To assist the Head of Quality with the development of Promonitor, ProObserve, Moodle, Smart Assessor etc. to drive continuous improvement and support TLA.

Tutorial

1. To support the Assistant Director Student Services with the development and implementation of the College's tutorial and induction programmes to monitor and evaluate tutorial delivery including target setting and effective use of ILP's.

Resources

1. To effectively manage the TLA assigned budget.
2. To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role including financial, human and physical resources.

Expectations of the Post Holder

- To demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style.
- To be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her professional development, and actively participate in the Group's appraisal scheme.

- To carry out his/her duties at all times with due regard to the Group's policies, including Safeguarding, Health & Safety, Equal Opportunities, and Data Protection, and participate in training as and when required.
- To work flexibly and to undertake such other duties that may reasonably be allocated by the line manager.

Special Conditions

1. The nature of this post means that the post holder may need to travel from time to time to other College centres and external venues.
2. The post holder will be contracted to work for a defined number of hours per week but it is a requirement of this post that the holder will flex these hours to reasonably meet the needs of the service, which may include working occasional evening and weekends.
3. This post falls within the scope of the regulations requiring a Disclosure & Barring Service (DBS check).

N.B. This job description is designed to outline a range of main duties that may be encountered. It is not designed to be an exhaustive listing of tasks and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

EDI

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the Group to share this commitment. We actively seek DBS enhanced clearance checks for applications of employment as part of our safeguarding procedures.

PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria *
QUALIFICATIONS (Educational and Vocational)	A relevant first degree and/or professional qualification in a relevant subject area	
	A full teaching qualification	Assessor, IV, EV award
	Evidence of continuous professional development in Quality Assurance and E Systems	
PREVIOUS EXPERIENCE/JOB KNOWLEDGE	Experience of successfully leading quality improvement programmes covering TLA	
	Experience in developing and implementing strategies for the improvement of quality in TLA	
	An excellent understanding of the Ofsted Inspection and QAA Review Framework	
	Experience in leading teams and/or managing staff	
SKILLS (Competencies and Aptitudes)	An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the college	
	Highly developed communication, liaison and networking skills	
	The ability to lead others through inspirational and engaging leadership which commands respect and provides an environment where others feel motivated	
	The ability to delegate effectively and manage the performance of others, which you do not directly line manage, in accordance with good management practice	
	The ability to analyse, solve problems and	

	implement change with a successful track record of managing and delivering change	
	The ability to manage budgets and meet financial targets	
	The ability to respond creatively to the specific teaching and learning needs of a diverse community	
	The ability to articulate a vision, show how it can be achieved and inspire others to success	
	Excellent written skills	
	The ability to motivate and encourage others, inspire trust and a sense of common purpose	
	The ability to work effectively through teams and a critical and sensitive understanding of the roles of teaching and other staff	
	A strong sense of purpose and the drive to achieve agreed goals	
OTHER FACTORS/ ADDITIONAL REQUIREMENTS	Knowledge of the Further Education sector, in particular policy developments in relation to issues which will impact upon education, training and learning in an FE environment	
	A sound understanding of the Ofsted Education Inspection Framework (EIF)	
	A sound understanding of effective support systems to meet student needs	
	A strong commitment to student success	
	A relentless commitment to excellence and creativity	
	The ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery	