

**Job Description**

**Job Profile**

Job Title: Teaching and Learning Leader

Responsible to: Director of Student Engagement Support and Services

Liaison with: Heads of Faculty, Academic Staff, Senior Leaders, Students and curriculum leaders and other stakeholders

Contract: Permanent

Band: L2 (point 33-35)

**Summary of Responsibilities**

To co-ordinate, advise on and inspire Quality Improvement across the college via the development of teaching learning and assessment.

To advocate, uphold and develop inspirational and effective teaching and learning strategies within the college. Co-ordinate and play a substantial role in the college’s CPD offer for teaching support areas that contributes to this.

To work closely with the Director of Learner Experience and Quality, the Academic Management Team and other key staff with regard to quality assurance procedures and promoting excellence in Teaching, Learning and assessment

**PRINCIPAL DUTIES**

1. To develop and promote the continuous improvement of Teaching, Learning and Assessment through quality processes and CPD.

2. Maintain up to date understanding of models of best pedagogical practice use this to inform the colleges’ CPD programme.

3. To contribute to the production of examples of best practice related to teaching learning and assessment.

4. To co-ordinate, plan and schedule the college CPD offer, meeting the needs identified by the quality department, management and individuals.

5.. To support the preparation for Ofsted inspections, external quality audits and stakeholders.

6. Arrange CPD and quality events and source suitable internal and external contributors' for both new and existing teaching staff curating this into a coherent and effective programme in groups and for individuals.

7. To identify, apply for and co-ordinate funded projects associated with the role.

8. Attend appropriate meetings and represent Kendal College as directed.

9. To use and develop appropriate monitoring, recording and impact of CPD activities.

10. To advise on the college’s quality procedures to ensure they align with best practice in teaching and learning and the facilitation of it.

**GENERAL DUTIES**

• Work flexibly to meet College requirements including on occasion working in other departments as directed by your line manager. This requirement is likely to be particularly relevant during holiday periods.

• Comply with all College policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.

• Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.

• Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.

• Value diversity and promote equal opportunities.

• Comply with an agreed dress code appropriate to the job role and the tasks to be completed.

• Participate in Performance Management and Professional Development activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.

• All Kendal College employees are expected to act as ambassadors for the College and promote the organisation and its services positively.

• Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

This job description is current at the date shown and may be amended from time to time after consultation

Date:

Signed: Job Holder

Signed: Line Manager

**PERSON SPECIFICATION**

**POST: Teaching and Learning Leader**

**As a College employee you will be expected to embrace College values and implement College policies and procedures by: -**

**•** Seeing learners as our priority

• Embracing equal opportunities and respecting diversity

• Working co-operatively with colleagues

• Respecting and valuing the work of all our stakeholders

• Striving for continuous improvement

• Adhering to College policies and procedures

• Promoting the welfare of children, young people and vulnerable adults

| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| --- | --- | --- |
| **Qualifications** | PGCE/Cert EdEvidence of track record of highly effective teaching and learning practiceLevel 2/3 qualification in Math’s and English | Degree or relevant Level 5 professional qualificationHigher level qualification relating to Education or Pedagogy |
| **Experience** | Up to date experience of highly effective teachingExperience of leading highly effective CPD sessions for teachers  | Previous experience of teaching in the FE SectorExperience of Co-ordinating processes related to Teaching, Learning and Assessing Delivery of Teacher Training qualificationsExperience that allows impactful CPD for education programmes for young people, adult learners, and apprenticeships |
| **Knowledge and Skills** | Excellent organisational skills to collate, plana and meet training needs for educatorsExcellent communication skills as a trainer and with peers, managers and both internal and external stakeholders.Reflective professional practice that role models professional development and leads to impactful work.Good IT skills including data analysisHigh level of organisation and attention to detailProblem solving skills and positive approach to implementing change |  |

Essential requirements are those without which an application will not normally be considered.