

Post Title

Teaching & Learning Manager

Location

Craven College, Skipton (Multi-Site)

Rate of pay

Management Pay Scale

Conditions

This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post

Post No.

A696

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted.
Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

The post holder will take a lead role in promoting excellent practice in teaching, learning and assessment (TLA) across the College.

The post holder will provide a central lead to the Teaching and Learning Team and Lesson Observation procedure to maximise the benefit in improving teaching, learning and assessment.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To develop and promote teaching and learning at Craven College.
- To support the implementation of the College's 'Teaching, Learning and Assessment Policy' and "Quality Strategy", coordinating activities to ensure that the policy is implemented effectively. Within this:
 - Manage and coordinate the development and implementation of impactful and innovative approaches to improving the quality of teaching, learning and assessment;
 - Ensure that good practice in teaching, learning and assessment is captured, shared and celebrated;
 - Support teaching staff to create strategies that will improve their teaching, learning and assessment;
 - Act as a coach and mentor to teaching staff, supporting them to reflect on their practice and to develop their skills.
- To manage the Teaching and Learning team to ensure that they are having the impact that is needed to improve TL&A.
- To coordinate the College's professional development activities in conjunction with the staff development lead, developing training activities that support continuous personal and pedagogical development and growth. Within this, specifically improve the pedagogical and professional development of Teacher Development Leads through a more regular programme of staff development activity.

- To monitor best practice in the sector and to keep up to date with professional standards in the sector, including the work of the Education and Training Foundation and the Ofsted inspection regime.
- To support the Head of Quality and Teaching Excellence towards the implementation of a programme of deep dives throughout the year, providing an assessment of the quality of education and supporting the development of quality improvement plans.
- To support the Head of Quality and Teaching Excellence in the development and monitoring of cross College quality assurance activities
- To plan teaching staff induction and organisation of mentoring arrangements, in coordination with the staff development lead.
- To contribute to the College SAR, TL&A reports for SLT and Governors and producing resources and materials to support TL&A as required.
- To undertake a teaching commitment on the Level 3 award in education and training.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- A degree or equivalent relevant professional qualification
- A teaching qualification
- Qualified to Level 2 (GCSE Grade A*-C or equivalent) in English and Maths (or willing to work towards completion within a specified time frame)
- Experience of observing teaching, training and assessment.
- Experience of delivering and planning professional development
- Experience of the assessment and internal quality assurance processes.
- Excellent knowledge and experience of outstanding pedagogical approaches to teaching, learning and assessment.
- Be able to work to tight deadlines and produce information to a high standard.
- Have excellent interpersonal skills, powers of communication and presentation and an ability to influence others
- Professionalism, credibility and authority in managing relationships with a determination and resolve to achieve outstanding outcomes using a performance management approach.
- Be able to work on own initiative and determine own priorities when required
- Evidence of a commitment to continuous improvement and a drive for results.
- Good IT and management information skills
- Ability to analyse information (numeric and written) – identifying trends and pinpointing inconsistencies
- Knowledge and understanding of the Ofsted inspection framework

DESIRABLE REQUIREMENTS

- Professional Development qualifications related to Teaching, Learning and Assessment.
- Qualified in assessment and internal verification.
- Experience of delivering high quality staff development programmes across teams and organisations.
- Experience of working in an FE college or work-based training provider.



Personnel Specification