

**Our mission is: 'Inclusion, realising potential, transforming lives'**

## **JOB DESCRIPTION**

**Job Title:** Teaching & Learning Manager

**Responsible to:** Director of Teaching, Learning & Professional Development

**Accountable to:** Principal/Chief Executive

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### **Job purpose**

Working with senior managers the post holder will lead on the continuous improvement of Teaching, Learning and Assessment practices across the College. The post holder will lead on the development and delivery of inspirational and innovative CPD programmes and teaching and learning strategies to support the College on its journey to Outstanding.

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### **Key responsibilities**

#### **Teaching and Learning Manager:**

- Lead on the development and delivery of the College's inspirational CPD programme for Teaching, Learning and Assessment
- Lead on the strategies and CPD to move all teaching and learning to outstanding, ensuring that high quality CPD solutions are delivered to meet identified needs and that the dissemination and sharing of good practice is encouraged.
- Lead on the development, implementation, reporting and evaluation of the college's Teaching, Learning and Assessment strategies, systems and processes ensuring that all learners receive the best possible learning experience tailored to their individual needs and that they become independent and resilient learners.

- Lead a number of Teaching & Learning Communities to provide regular high quality and innovative CPD to teachers and those supporting teaching, learning and assessment, to improve and develop excellent practice.
- Coordinate, support and monitor individual staff to raise their performance and report on their progress and the impact of interventions
- Provide support and mentoring for a cohort of new teachers to the college
- Support the implementation of the College's Digital Strategy to ensure that all learners receive the best possible learning experience
- Support the development and implementation of blended learning strategies to provide our learners with an exceptional, blended, technology-rich experience
- Support curriculum areas to develop and curate a bank of high quality digital interactive resources for blended learning
- Support all staff to develop their digital confidence and capabilities to ensure that they are able to thrive in new learning and working environments
- Support the development of a 'digital first' culture in relation to the consistent high-quality learning experience as well as efficient/smart working
- Develop and implement small scale research projects and pilots connected to new, innovative teaching, learning and assessment practices
- Responsible for undertaking developmental learning visits
- Lead and direct a team of Senior Practitioners
- Develop relationships with curriculum teams to promote the WVR Teaching & Learning Fundamentals programme
- Keep abreast of new and leading developments and research in teaching, learning and assessment and provide guidance and inspiration to staff to create an innovative learning, assessment and achievement culture
- Develop and share a range of resources to promote best practice
- Support staff through the QTLS process, as appropriate
- Support the Quality Team with preparation for internal and external audits, reviews, Inspections and providing bespoke training for these processes as required
- Produce and analyse reports for ELT on walkthroughs, observations, CPD attendance and impact



- Liaise with external stakeholders, partners and agencies to source 'high quality' CPD.
- Support the Teacher Education team with observations and delivery.

## Key responsibilities

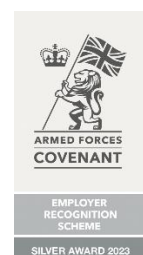
### Lecturer:

- Teach students enrolled on a range of courses as assigned by the Curriculum Manager and Assistant Director as appropriate.
- Operate within the Quality Assurance framework.
- Manage courses or parts of courses as required including administration and organisation.
- Assess students by the formal or informal methods required, by external examining bodies and internal procedures.
- Contribute to curriculum innovation, development and implementation.
- Assist in the implementation of pastoral and welfare systems provided for students.
- Maintain and update teaching expertise and vocational skills and develop expertise and skills to ensure the best outcomes for learners.

## Specific Duties

### Teaching

- Deliver education programmes that motivate and inspire learners to achieve creating curriculum intent documentation and schemes of learning in line with the College standards.
- Promote the benefits of technology and support learners in its use.
- Supervise practical activities, workshops and work placements as appropriate.
- Facilitate learning by selecting material and methods appropriate to student needs and course level to deliver a flexible learning programme.
- Design and moderate assignments and marking schemes and ensure the provision of constructive and timely feedback verbally and on marked work to support progression and achievement.
- Maintain accurate tracking of learner achievement in Markbook.
- Ensures appropriate classroom standards and resources to support teaching and learning.



## Management

- Participate in the selection process of prospective students.
- Lead other staff assigned to teaching duties on courses for which the postholder has been assigned responsibility.
- Administer appropriate records, registers and timetables, so that they are accurate and available on demand to College administration and external agencies.
- Assist with marketing, induction of students, evaluation and other administrative and promotional tasks, as required by the Curriculum Manager to support particular courses or programmes.
- Organise resources for effective teaching administration and assessments.
- Administer necessary Health and Safety procedures.

## Assessment

- Invigilate examinations as required.
- Prepare assignments and examination questions and assignment materials as required by external bodies and leaders.
- Mark, grade and give written or verbal assessments as required and meet all assessment deadlines.
- Liaise with external examiners/internal and external verifiers as required.
- Internally verify a range of courses as assigned by the Curriculum Manager.

## Curriculum

- Participate in curriculum reviews such as deep dive and light touch activity, innovation and change in response to College or external agency needs or demands.
- Develop the curriculum through leadership or co-operation in development activities related to courses for which the post holder has been assigned responsibility.
- Implement curriculum change resulting from innovation and development.

## Pastoral and Welfare

- Establish and maintain relationships with individual students and groups to facilitate awareness of problems and difficulties.
- Identify students in need of pastoral and welfare support and advises within the limitations of personal competence or refers students to appropriate agencies.
- Prepare and submit reports to internal and external authorities concerning students' progress, attainment, personal qualities, interests, employment potential, difficulties and discipline.
- Maintain awareness and knowledge of current student support services provided by the College and external agencies.
- Share in the responsibility for ensuring good standards of student behaviour and taking appropriate disciplinary action.



## Professional Development

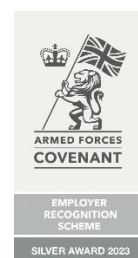
- Develop expertise and skills to ensure the best outcomes for learners.
- Respond to identified personal and professional needs in curriculum knowledge, teaching methodology, management and organisational skills, by undertaking self-directed learning, research and training as appropriate or required.
- Attend and participate in regular internal CPD to develop and maintain teaching and learning skills and expertise.
- Maintain and update teaching and training expertise and vocational skills through collaboration with employers.

## 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 Staff

- 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.
- The College operates a Personal Performance Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.



- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## 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.

## Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

### Our College values are:

**We put our students and customers first** - prioritising their inclusion, learning and progress, supporting their health and wellbeing and realising their potential

**We recognise that people are our greatest asset** – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do

**We pursue excellence in all we do** - a passion for inclusive, high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

**We embrace change** - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

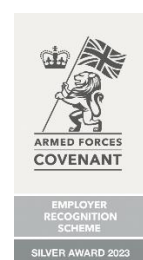
**We collaborate and work in partnership with others** - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers

**We operate sustainably, ethically and responsibly** – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.



**We are guided by the principles of sound financial stewardship and operational efficiency** – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.

## PERSON SPECIFICATION



## Qualifications

- Degree or professional equivalent qualification
- Certificate in Education/PGCE or equivalent

## Experience and knowledge

- Thorough knowledge of leading developments, strategies, resources and theories used to improve the quality of Teaching, Learning and Assessment practices
- Thorough knowledge of Ofsted's Education Inspection Framework (EIF)
- Experience of the successful implementation of quality improvement strategies to raise standards in Teaching, Learning and Assessment
- A track record of innovation and creativity in Teaching, Learning and Assessment including but not exclusive to e-learning
- Good knowledge of Awarding Organisation requirements for Assessment
- Strong Teaching, Learning and Assessment experience in Further Education
- Computer literate with an aptitude and willingness to learn new systems and applications

## Skills and abilities

- Proven track record in delivering consistently good or better teaching, learning and assessment.
- Ability and energy to develop new ideas, implement and undertake review and evaluation
- Ability to lead, manage and motivate others to deliver outstanding performance in their teaching, learning and assessment practices
- Drive, energy and determination to manage and persuade others to deliver high quality provision.
- Able to use judgement to make insightful decisions.
- Outstanding skills in leading innovation and continuous improvement.
- Outstanding written and oral communication skills, including the ability to present complex issues clearly and concisely to a wide variety of audiences.
- High level planning skills.
- Ability to create and use concepts to explain ideas and to make effective presentations to individuals and groups.
- Demonstrates relationship management skills including the ability to establish and maintain a high level of trust and confidence with staff and other stakeholders.
- Ability to review and analyse data and information to produce informative reports.
- Manage change and challenges with confidence & impact

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