	Post:	**Head of Teaching, Learning & Assessment**
	Reporting to:	**Director of Quality**
	Grade:	**SP 41-46 (£52,549- £59,408)**

THE ROLE OF HEAD OF TEACHING LEARNING & ASSESSMENT

The Head of Teaching, Learning and Assessment (TLA) plays a pivotal role in driving excellence in TLA across the college by leading high-impact professional development, mentoring and targeted support for teaching and curriculum staff. The role is responsible for implementing and embedding robust quality improvement strategies, informed by performance data, quality assurance processes and national standards, to enhance learner satisfaction, achievement, retention and attendance. Working collaboratively with Directors, Curriculum Managers and the Director of Quality, the postholder ensures that quality cycles effectively inform continuous professional development and targeted interventions. Through monitoring, evaluation and strategic coordination of improvement activities, the Head of TLA will support staff to develop outstanding teaching practices, ensuring a consistently high-quality student experience and driving sustained improvements in outcomes across all curriculum areas.

MAIN DUTIES AND RESPONSIBILITIES OF THE POST

- Lead and implement the college's strategy for teaching, learning and assessment (TLA), driving a culture of high expectations, innovation and continuous improvement in pedagogy underpinned by the LSEC TLA Philosophy SPARK.

- Monitor, evaluate and improve the quality of TLA across all curriculum areas through effective quality assurance processes, including lesson observations, learning walks and performance reviews.

- Oversee the developmental lesson visits/observation and learning walk process across the wider College, monitoring and reporting on the process as required and ensuring follow up action is swiftly taken where needed.

- Maintain up-to-date knowledge of the education sector, relevant subject area and qualification frameworks, assessment procedures and external initiatives ensuring that these positively contribute to the development of the curriculum and study programmes.

- Design, coordinate and deliver high-quality, evidence-informed continuous professional development (CPD), coaching and mentoring programmes to enhance teaching practice across the college and support continuous staff development, including early career teachers.

- Use data, performance metrics and quality cycle outcomes to identify strengths (including the 3 Is) and areas for improvement, implement targeted interventions to raise standards in learner achievement, retention, attendance and progression.

- Lead and manage the college's quality improvement cycle, ensuring timely compliance with quality calendar activities, and linking outcomes to targeted CPD, curriculum development and specific support for staff.

- Work collaboratively with Directors, Curriculum Managers and quality assurance colleagues to analyse performance, support curriculum planning and drive improvements in TLA and learner outcomes.

- Support curriculum teams to develop engaging, inclusive and adaptive teaching practices that meet diverse learner needs, including those with EHCPs/ALS, and embed English, maths and employability skills across programmes.

- Oversee and guide curriculum areas, including HE & apprenticeship teams to be continuously prepared for internal and external reviews and audits including Target Setting Meetings, Internal Quality Reviews and inspection.

- Working with the English and maths curriculum managers to ensure the effective delivery of embedded and discreet English and maths skills in vocational lessons for Functional Skills and GCSE.

- Promote and implement innovative teaching strategies, including digital learning, ensuring curriculum delivery is current, relevant and aligned with sector and employer expectations.

- Oversee and quality assure processes that capture and respond to learner voice, ensuring feedback is effectively used to inform improvements in teaching practice and the overall student experience.

- Use relevant platforms and dashboards to extract data to produce clear, accurate and timely reports to inform decision-making at all levels, including senior leadership and governance, ensuring robust evidence supports quality improvement actions.

- Support curriculum areas in preparing for external inspection, audit and review processes, ensuring compliance with regulatory requirements (e.g. Ofsted, awarding bodies) and maintaining high standards.

- Undertake line management responsibilities as required including managing the Advanced Teaching and Learning Practitioners, providing support and oversight to ensure the effective deployment of targeted interventions to improve TLA across teams.

- Act as the quality link for designated areas, offering targeted quality support and ensuring that all assigned provision meets required standards.

- Promote and uphold safeguarding, equality, diversity and inclusion within all aspects of teaching and learning.

- Any other duties connected with the post as are reasonably required from time to time.

Location

The post holder will be required to work on-site on a weekly basis across all campuses, to meet business needs. This is a cross-campus role.

GENERAL

The duties and responsibilities attached to posts may vary from time to time, including but limited to: Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager, Compliance with health and safety policies and procedures and risk assessment, Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults, Awareness of the College's Equality and Diversity Policy and targets, and actively promoting equality of opportunity, Ensuring adherence with Risk Management Policy

PERSON SPECIFICATION: Head of Teaching, Learning & Assessment

Qualifications:	**Essential**	**Desirable**
A degree or equivalent professional qualification	X	
Teaching qualification (DTLLS, PGCE, Cert Ed)	X	
Evidence of Continued Professional Development (CPD)	X	
Knowledge, skills and experience	**Essential**	**Desirable**
Proven experience of management in an educational setting, preferably with cross campus experience	X	
Strong understanding of effective pedagogy and assessment practices	X	
A background of successful teaching	X	
Experience of curriculum planning and the deployment of staff and other resources	X	
Experience of implementing quality improvement processes, leading to measurable improvements in student success in F.E Study Programmes and Apprenticeships.	X	
Experience of liaising with Awarding Organisations and ensuring high standard in assessment and verification	X	
Experience of teaching observations and the development and monitoring of support plans.	X	
Skills and competencies:	**Essential**	**Desirable**
Ability to use and analyse management information, data, and drive performance improvement	X	
High level of applied literacy and numeracy	X	
Excellent communication skills, both written and verbal	X	
Good IT skills (MS Office, Internet)	X	
Strong people management skills with the ability to lead and motivate a team through periods of change	X	
Ability to successfully implement and deliver new curricula and initiatives	X	
Strong organisational skills and the ability to plan, monitor and evaluate within tight deadlines	X	
Other qualities:	**Essential**	**Desirable**
Demonstrated commitment to the College's vision, mission and values and models this through leadership behaviours	X	

Resilience and the ability to cope with pressure and difficult situations	X	
Well-organised and works autonomously with minimal close supervision	X	
Proven ability to motivate others	X	
Strong problem-solving capabilities	X	
Effective communication and presentation skills	X	
Willing to acquire new skills and undertake further training where necessary	X	
A proven ability to develop creative and innovative solutions	X	

The scope of this job description reflects the needs of the College at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description. The duties and responsibilities attached to the post may vary from time to time withoutchanging the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the College change over time.