JOB DESCRIPTION

Post Title:	**Teaching, Learning & Assessment (TLA) Campus Lead**
Salary Range:	**£47,855 per annum** **(Management Spine Fixed point 8)**
Contract:	**Permanent / Full Time**
Reference:	**CS12504**

Eligible FE teachers may be able to claim a levelling up premium payment for teaching specific courses in various subject areas.

You must be in the first 5 years of your FE teaching career to claim. This means it must be 5 years or less since you started your first role with teaching responsibilities at an FE provider. If you were employed as a teacher in FE in the 2019 to 2020 academic year or before, you're not eligible to claim.

To find out more or to see if you would qualify, please follow the below link.

Levelling Up Premium >

PROTECTION OF CHILDREN

Any offers of appointment will be subject to a Disclosure and Barring Service (DBS) check (formerly CRB), a certificate of good conduct if applicable, plus receipt of satisfactory references, Occupational Health clearance, an understanding of safeguarding and qualifications verification. An Enhanced DBS check is required for this position as you will be working within 'Regulated Activity' within a specific place (i.e. the College).

This role is classed as working within Regulated Activity. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. By applying for this position, you agree to an Enhanced DBS check in line with DBS regulations.

WCG Child Protection Procedure >





ABOUT WARWICKSHIRE COLLEGE GROUP (WCG)

Warwickshire College Group (WCG) is a forward-thinking, multi-campus educational institution rooted in the Midlands and dedicated to empowering learners, driving regional prosperity, and addressing national priorities. **WCG's strong partnerships** with employers will ensure that our curriculum is co-designed to meet workforce demands, bridging critical skills gaps in green technologies, digital innovation, healthcare, and advanced manufacturing. This industry-aligned approach will position WCG as a trusted partner in driving regional and national economic growth. **With our five diverse campuses across Warwickshire and Worcestershire**, WCG combines tradition with innovation to deliver education that transforms lives and shapes futures.

To learn more about the WCG Strategic Approach, read our Impact Strategic Plan 2025-2028:

WCG Impact Strategic Plan 2025–28 >

BACKGROUND TO THE POST

Reporting to the Head of Teaching, Learning and Assessment, the TLA Campus Lead holds dual responsibility: as an Advanced Practitioner (AP) and for managing a team of APs at the specified campus. This will support the continuous improvement of teaching and learning across WCG Campuses. The primary purpose of this role is to provide exceptional operational support, drive improvements across all provision types (Education Programmes for Young People, Adults, High Needs, 14-16 provision, and Apprenticeships), conduct lesson observations, provide feedback, and coach staff.

This role will work closely with the AP team, the Head of Teaching, Learning & Assessment, the TLA Co-ordinator, campus Heads of School, and relevant teams; the postholder will drive improvements in teaching, learning and assessment as well as learner outcomes. The post holder will support pedagogical development, assessment and innovation across the specified campus, working closely with the group Quality team.

MAIN TASKS

1. To drive standards across all provision types at the Campus of responsibility

- Support the Head of TLA with the development and delivery of the group strategy for Teaching, Learning and Assessment.
- Line-manage the campus-based team of Advanced Practitioners.
- Lead the Advanced Practitioner team to inspire excellence in teaching, learning and assessment at the campus, provide coaching for teaching staff and provide an excellent induction process for new teaching staff.
- Monitor and evaluate the impact of support and development for teaching staff to ensure effectiveness of interventions.
- The post holder will support the quality cycle for TLA, including lesson observations. The post holder will use the information gathered from the quality cycle to design and deliver training and development for our teachers and academic support staff.
- Work with the Head of TLA to contribute to TLA reports alongside the TLA Co-ordinator.
- Conduct formal and developmental lesson observations across all College sites and provision types, providing fair and constructive feedback and having oversight of the specified campus.
- Have oversight and deliver targeted coaching and mentoring for new and existing staff to build confidence and enhance classroom practice.

- Oversee and facilitate Teacher Education, including the 'Teaching Essentials' initiative at the specified campus.
- Maintain oversight and develop innovative approaches to teaching and learning to embed best practice, enabling staff and learners to achieve their maximum potential.
- Support digital learning strategies and promote, develop, and evaluate the impact of technology-enhanced learning.
- Ensure the sharing of great practice across the campus and develop consistency of quality across curriculum areas.
- Contribute to quality audits, moderation, annual reviews, and quality improvement projects across departments.
- Keep accurate records of support activity and report outcomes to the Quality Office and Campus Principals.

2. General

- Manage the team of Advanced Practitioners in providing support and development to staff across the Group.
- Evaluate the effectiveness of equality, diversity and inclusion in teaching and learning through qualitative and quantitative evidence.
- Work closely with Learning & Development to design and deliver training and development which ensures we have a highly qualified workforce with access to effective CPD.
- Ensure the learner voice is used to support quality processes and areas for improvement.
- To work closely with Higher Education colleagues to share best practice and support overall college improvements.

In order to support during busy exam periods, you may be asked to undertake exam invigilator duties. The College will provide training.

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

HEALTH AND SAFETY

To ensure a safe working environment for colleagues, students, and visitors in line with the HASAW Act and the College Health and Safety Policy.

SAFEGUARDING

Safeguarding and promoting the welfare of children and at-risk adults for whom you are responsible and whom you come into contact with.

HOURS OF WORK

The postholder will be expected to work such hours as are necessary for the proper performance of their duties and responsibilities, normally 37.

LEAVE ENTITLEMENT

The College offers a generous leave entitlement of 48 days leave (includes 35 days leave, 8 statutory Bank Holidays, 4 College closure days at Christmas and an annual Relaxed Day) pro rata for part time.

PLACE OF WORK

The principal place of work will be the College's premises based at our Moreton Morrell College. However, the post holder may be required to work on either a temporary or an indefinite basis at any premises at which we may provide services. This role is face-to-face based at the campus to drive the quality of TLA.

OFFERS OF WORK

For the successful candidate a conditional offer of work will be made. Our offer of work will be conditional upon a number of mandatory pre-employment checks, to include but not limited to: DBS, Barred List check, right to work check, internet search, TRA check (academic posts).

EMPLOYEE BENEFITS

When you join WCG we offer you a whole host of employee benefits, including:

- Comprehensive training programme.
- Generous leave entitlement plus up to four free College Closure days a year
- WCG offers all employees who are carers the option to request a period of Carer's Leave that is equal to their usual working week, paid at their normal pay.
- Leadership & Management training programme to develop our next generation of managers.
- Superb health and wellbeing support with Wellbeing@WCG.
- The opportunity to join our voluntary health cash plan run by Health Shield.
- Discounted Full Cost Recovery courses.
- Cycle to work scheme.
- Free on-site gym
- Discounted hair and beauty treatments in our College salons.
- Pension schemes.
- Free will writing service.
- Free car parking on-site.
- Free flu vaccination voucher (available annually)

PERSON SPECIFICATION

Physical Make-up
Ability to perform the tasks as described in the job description. If you have a disability you should not be discouraged from applying, since there are schemes available within the College which allow for the provision of special aids, premises to be adapted and other appropriate support provided.

Ways in which these schemes might help in particular circumstances can be discussed with the People Services department when making your application.

		How it is Measured	
Attainments:		**Application Form**	**Interview**
Essential	A degree or relevant vocational qualification.	•	
	GCSE grade A-C or equivalent qualification in Maths and English.	•	

	A full teaching qualification.	•	
	Strong IT skills, specifically the ability to use Google applications.	•	
	An ability to manage and work within a team.	•	•
	Experience of assessment of learning and monitoring student progress.	•	•
	Experience of planning, organising and teaching learning.	•	•
	Experience within one of the following: Education, Training and Apprenticeships.	•	•
	Excellent communication skills, both verbal and written.	•	•

Key Experience and Attributes			
Essential	Experience of working with at least one Awarding Body/Institution.		•
	Engagement in new and emerging learning technologies.		•
	A passion for continuous improvement of teaching, learning and assessment.		•
	A willingness to undertake continuing professional development and necessary training.		•
	A flexible, enthusiastic and proactive approach to work.		•
	Good interpersonal skills and a willingness to work with students & colleagues at every level across the organisation.		•
	A commitment to equal opportunities, inclusive learning, widening participation, and lifelong learning.		•
	Ability to demonstrate an understanding and knowledge of safeguarding and promoting the welfare of children and at-risk adults.		•
	Ability to demonstrate behaviours which support the Core Values of the College.		•
	Ability to demonstrate an understanding and knowledge of Equality & Diversity.		•
Desirable	Experience of internal verification processes.	•	•
	A valid UK driving licence and the use of a motor vehicle/or the ability to find alternative means of travel to attend business-related activities that would satisfy the recruiting panel.	•	•

Candidates should apply by sending a copy of their CV to jobs@wcg.ac.uk

When selecting applicants for shortlisting, the panel will consider the requirements listed in the Person Specification above. You are, therefore, advised to ensure that your application addresses the issues raised by providing examples/evidence.

We are conscious of the time and effort spent on applications. We do thank you for your interest. Due to the number of applications the College receives, we are unable to provide feedback for candidates who are unsuccessful at shortlisting; however, we aim to notify all successful candidates within 1 week of the closing date. The College regrets that it is unable to pay expenses incurred by attendance at the interview.