



## JOB DESCRIPTION

|                 |   |
|-----------------|---|
| POST TITLE:     | Learning and Teaching Excellence Lead         |
| SALARY:         | Up to £45,453                                 |
| RESPONSIBLE TO: | Head of Learning and Professional Development |
| CLOSING DATE:   | 5.00pm, Thursday 1 May 2025                   |
| INTERVIEW DATE: | Friday 9 May 2025                             |

### **Main Purpose of the Post**

To effectively drive and manage the rigorous implementation and impact across College of outstanding learning and teaching to ensure outstanding consistency of learner experience across all provision types in line with the College's Learning & Teaching Strategy. To take management lead on ensuring and developing Burnley College's outstanding reputation for learning and teaching excellence in the local and national context, establishing Burnley College as a Centre of Excellence for Learning & Teaching, developing the teaching workforce of the future.

### **Responsibilities**

- 1) Coordination of cross-College provision and departments to proactively implement activities and quality assurance processes to ensure rigorous, consistent impact and excellence in learning and teaching for all learners.
- 2) Lead and manage coaching and mentoring training programmes and coaching and mentoring support for new and existing staff.
- 3) Coordination and quality assurance of the rigorous implementation of cross-College quality of education activity (e.g. Learning Visits and associated training) to monitor impact of and ensure ongoing development of staff and outstanding learner experience and outcomes for all learners.
- 4) Lead on cross-College development and close monitoring of divisional learning and teaching Quality Improvement Plans, evaluating the effects on learning and teaching by working alongside colleagues, analysing work, outcomes, key themes, best practice and areas for improvement, and developing bespoke training.
- 5) Lead, implement and evaluate internal college learning & teaching programmes – Learning Breakfast, Bright Spots, Induction Support, Assessor/Coach training, Festival of Learning, Skills for Excellence etc.
- 6) Lead on development of Online Learning & Teaching HUB and the management of programme of activity in the Teaching Innovation Centre (TIC)

**BUILDING FUTURES CHANGING LIVES**

*We are committed to Equality and Diversity and to selection on merit. We welcome applications from all sections of society.*



- 7) Lead on implementation and impact monitoring of programmes such as QTLS and CPD projects, e.g. TTF, Mentoring.
- 8) Coordination of cross-College innovation and developments in learning and teaching practice, including digital developments, ensuring the consistent, rigorous, global development of learning and teaching in the College.
- 9) To teach, relevant to subject specialism, up to 612 hours per year, including on PGCE/Cert Ed Programmes.
- 10) Support the wider programme of Staff Development activities
- 11) To carry out such other duties as the Principal may reasonably require

This job description gives an accurate outline of the duties of the post at the time it is drawn up. It is not exhaustive and other related duties may be necessary from time to time. It should be read in conjunction with other documents and will be updated annually through the College appraisal process in consultation with you. The College as an employer is fully committed to supporting you in effective performance of all aspects of the job description.

# PERSON SPECIFICATION

**POST: Learning and Teaching Excellence Lead**

**DIVISION:**

| <b><u>QUALIFICATIONS</u></b> |   | <b>Essential (E)/<br/>Desirable (D)</b> | <b>To be identified<br/>by:</b> |
|------------------------------|---|---|---------------------------------|
| 1                            | Degree or equivalent level qualification in an area relevant to Curriculum  | E                                       | Application form                |
| 2                            | Recognised teaching qualification   | E                                       | Application form                |
| 3                            | Relevant on-going professional learning and development   | E                                       | Application form                |
| 4                            | Possess or be willing to work towards an appropriate Health & Safety qualification within 12 months   | E                                       | Application form                |
| 5                            | Higher degree   | D                                       | Application form                |
| 6                            | Management qualification  | D                                       | Application form                |
| 7                            | Management training   | D                                       | Application form                |
| <b><u>KNOWLEDGE</u></b>      |   |   |                                 |
| 1                            | Thorough knowledge of ITE curriculum and assessment framework   | E                                       | Application form/<br>Interview  |
| 2                            | Thorough, expert knowledge of education and pedagogy, including professional standards, policy and requirements                                   | E                                       | Application form/<br>Interview  |
| 3                            | National developments relevant to 14-19, apprenticeships, adult and university education  | E                                       | Application form/<br>Interview  |
| 4                            | Issues of quality and standards in the College sector including the demands of external inspection and implementing quality management processes. | E                                       | Application form/<br>Interview  |
| 5                            | Academic knowledge of 14-19, apprenticeships, adult and university education curriculum   | D                                       | Application form/<br>Interview  |

|   |                                       |   |                                |
|---|---------------------------------------|---|--------------------------------|
| 6 | Awareness of Safeguarding Legislation | D | Application form/<br>Interview |
|---|---------------------------------------|---|--------------------------------|

## **EXPERIENCE**

|    |   |   |                                |
|----|---|---|--------------------------------|
| 1  | Extensive successful teaching on appropriate Programmes in a College context                | E | Application form/<br>Interview |
| 2  | Experience of successful teaching on ITE programmes   | E | Application form<br>Interview  |
| 3  | Effective leadership and management of staff  | E | Application form/<br>Interview |
| 4  | Successful curriculum and staff development   | E | Application form/<br>Interview |
| 5  | Compliance with College systems to manage effectively e.g. quality and examinations systems | E | Application form/<br>Interview |
| 6  | Successful management of relevant vocational, adult or university Education programmes      | E | Application form/<br>Interview |
| 7  | Experience as an external examiner  | D | Application form               |
| 8  | Involvement in cross-college initiatives  | D | Application /form<br>Interview |
| 9  | Management of budget and resources  | D | Application form/<br>Interview |
| 10 | Successful development of commercial programmes   | E | Application form/<br>Interview |

## **PERSONAL**

|   |  |   |           |
|---|--|---|-----------|
| 1 | Excellent communication and administrative skills  | E | Interview |
| 2 | Significant experience of utilising IT both inside and outside of the classroom with a willingness to enhance IT skills if necessary | E | Interview |
| 3 | Commitment to ongoing professional development   | E | Interview |

|   |   |   |           |
|---|---|---|-----------|
| 4 | Enthusiasm for the role or further education in building and changing lives | E | Interview |
| 5 | Commitment to College's Single Equality Policy                              | E | Interview |

### **STANDARD COLLEGE REQUIREMENTS**

|   |   |   |   |
|---|---|---|---|
| 1 | Commitment to the delivery of excellent teaching and support to our students  | E | Interview   |
| 2 | Good teamworking skills and commitment teamworking  | E | Interview to                                      |
| 3 | The College is committed to safeguarding and expects all staff to share that commitment   | E | Application form/<br>Interview/DBS/<br>References |
| 4 | Regular and Reliable Service*<br>(the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason) | E | References/<br><br>Health Assessment              |

*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*