



JOB DESCRIPTION

POST TITLE	:	Head of Teaching and Learning
SALARY	:	Up to £60,799
RESPONSIBLE TO	:	Deputy Principal
CLOSING DATE	:	Monday 29 June 2026
INTERVIEW DATE	:	Tuesday 7 July 2026

Main Purpose of the Post

To lead and rigorously manage the Learning and Teaching Strategy, ensuring a consistently high-quality learning experience for all students and embedding effective learning and teaching practice across the organisation. To drive continuous improvement in learning and teaching through the use of evidence-informed and research-driven approaches, ensuring innovation and quality enhancement are central to all practices.

Working in close collaboration with the Head of Quality, to set, monitor and evaluate ambitious standards in all aspects of learning and teaching, ensuring robust quality assurance processes lead to sustained improvements in student outcomes. To identify strengths and areas for development, implementing targeted actions that secure measurable impact.

You will ensure Burnley College maintains and further strengthens its reputation for learning and teaching excellence at both a local and national level, through consistently high standards, effective practice, and strong student achievement.

RESPONSIBILITIES

- 1 Provide strategic leadership for learning and teaching across the College, driving a clear vision focused on high-quality provision and continuous improvement in student outcomes
- 2 Work in close partnership with the Head of Quality to design, implement, and evaluate robust quality assurance and improvement processes that secure consistently high standards in teaching, learning, and assessment
- 3 Support and challenge curriculum management teams to take ownership of the quality of learning and teaching, using performance data, observations and student feedback to address areas for development and secure sustained improvement.

- 4 Lead the effective use of data (achievement, retention, progress and value-added) to identify trends, address gaps, and implement targeted interventions that raise standards and improve outcomes.
- 5 Ensure a consistent approach to high-quality teaching, learning, and assessment across all curriculum areas, reducing variation and embedding effective practice.
- 6 Oversee and contribute to key quality processes, including but not limited to learning walks, lesson visits and learning and teaching audits, ensuring these processes are rigorous, developmental, and impact-focused.
- 7 Work with Heads and curriculum leaders to support and challenge curriculum design and delivery, ensuring it meets learner needs, supports progression, and delivers strong outcomes.
- 8 Promote the adoption of evidence-informed and research-led teaching strategies that enhance learner engagement, inclusivity, and achievement.
- 9 Champion a high-quality student experience, ensuring that teaching, learning, and assessment practices enable all learners to make strong progress and achieve their full potential.
- 10 Contribute to whole-college priorities, working collaboratively across teams to align learning and teaching with wider strategic objectives.
- 11 Working in collaboration maintain and strengthen the College's reputation for high-quality learning and teaching through strong performance, outcomes, and effective practice.
- 12 Promote a culture of excellence where staff have high aspirations, positive morale and are empowered to grow and develop, reflecting their invaluable contributions to the College's success.
- 13 Fostering and facilitating an embedded culture of professional growth, underpinned by an ethos of ownership and empowerment.
- 14 Lead the strategic overview and management of the Learning & Teaching Excellence team, ensuring holistic oversight and impact review of cross-College professional development activity to monitor impact of and ensure a targeted, ongoing, versatile and innovative programme of development of staff, e.g. Learning Visits, Bright Spots, Summer Feast, Festival of Learning, Supporting Excellence, Skills for Excellence and Leading Excellence.

- 15 Work collaboratively with the Head of Student Experience, the Student Experience and Careers Lead as well as the Active Learning Zone team to ensure pedagogically-driven development, implementation and management of cross-College student activities (e.g. enrichment) and cross-campus learning spaces.
- 16 Review, reflect and measure strategies implemented on a regular basis to ensure innovative and impactful programmes are in place, including developing and providing reports and updates at a strategic level to the Senior Management Team and Governing Board on the progress, impact and outcomes of strategies.
- 17 Seek out external projects and funding opportunities which promote the College's Learning & Teaching Strategy and professional development ethos, and subsequent liaison with external bodies and implementation and impact monitoring of programmes, e.g. Taking Teaching Further (TTF).
- 18 Effectively manage the team budget, ensuring value for money and alignment with strategic objectives.
- 19 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: Head of Learning and Professional Development

QUALIFICATIONS

Essential (E)/ Desirable (D)

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	Possesses or be willing to work towards an appropriate Health & Safety qualification within 12 months	E	Application form
5	High Degree	D	Application form
6	Management qualification	D	Application form
7	Management training	D	Application form

SKILLS/KNOWLEDGE

1	Thorough knowledge of ITE curriculum And assessment framework	D	Application form/ Interview
2	Thorough, expert knowledge of education and pedagogy including professional standards, policy and requirements	E	Application form
3	National development relevant to 14-19 Apprenticeships, adult and university education	E	Application form/ 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/ Interview
5	Academic knowledge of 14-19, apprenticeships Adult ad university education curriculum	E	Application form/ Interview
6	Awareness of Safeguarding Legislation	D	Application form/ Interview

EXPERIENCE

1	Extensive successful teaching on appropriate Programmes in a College context	E	Application form/ Interview
2	Experience of successful teaching on ITE Programmes	D	Application form/ Interview
3	Proven ability to lead, manage and motivate staff To achieve the highest level of quality and performance	E	Application form/ Interview
4	Successful development of curriculum and staff	E	Application form/ Interview
5	Working effectively with College systems looking For opportunities for improvement	E	Application form/ Interview
6	Successful management of relevant vocational, adult or university education programmes	E	Application form/ Interview
7	An excellent track record in learning, teaching And leadership	E	Application form/ Interview
8	Experience as an external examiner	D	Application form

9	Involvement in cross-organisation initiatives	D	Application form/ Interview
10	Evidence of financial and budgetary experience at a managerial level	D	Application form/ Interview
11	Evidence of the ability to develop a strong network of relationship at senior level	E	Application form/ Interview
12	Experience of meeting audit/inspection Requirements and responding effectively to recommendations	D	Application form/ Interview
13	Evidence and commitment p excellence in Quality assurance and customer satisfaction	E	Application form/ Interview
14	Successful development of commercial Programmes	D	Application form/ Interview

PERSONAL

1	A high level of personal commitment To the student and clients of Burnley College	E	Interview
2	A full acceptance of responsibility and personal accountability	E	Interview
3	Significant experience of utilising IT both inside and outside the classroom with a willingness to enhance IT skills if necessary	E	Interview
4	A demonstrable commitment to continuous Seld-development	E	Interview
5	Effective staff leadership based on the principles of respect and participation	E	Interview
6	Respect for the essential role of the Governing Board and commitment to supporting the board	E	Interview

7	Business acumen	E	Interview
8	Commitment to achieving and sustaining The highest standards in the Colleges education Programmes and in all other options	E	Interview
9	Excellent communication skills	E	Interview
10	Personal qualities of <ul style="list-style-type: none"> - determination - flexibility - enthusiasm - innovation - drive - frankness - appropriate tact - ability to work under pressure 	E	Interview
11	A commitment to the principles and practice Of equal opportunities	E	Interview
12	The College is committed to safeguarding And expects all staff to share that commitment	E	Application Interview/DBS References
13	Regular and reliable Service* (the College does not wish to appoint individuals with a high sickness record where There is no underlying medical reason)	E	References/ Occupational 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.*