

**TLA LEAD - ROLE DESCRIPTION**

Job Title:	TLA Lead		
Department:	Teaching & Learning		
Grade:		Position Type:	Full Time - Permanent
Responsible to:	Head of Teaching, Learning & Assessment	Responsible for:	N/A

Job Description**Main Purpose of Role**

The TLA Lead is a key role within the college with a focus on promoting a culture of development and improvement in the overall effectiveness of teaching, learning and assessment and positive outcomes for learners. Each TLA Lead will work within an assigned directorate but will also work collaboratively across college as part of the wider Teaching & Learning team. The TLA Leads would also be expected to lead on cross college projects to meet needs of the organisation.

Main Duties and Responsibilities**Key Responsibilities**

- Provide ongoing support, coaching and mentoring for new and existing staff.
- Foster a culture of collaboration and continuous improvement, encouraging tutors and assessors to share best practices, exchange ideas, and learn from one another.
- Conduct classroom learning walks and observations, provide constructive feedback, and offer guidance on effective teaching strategies.
- Quality assurance activities, to include TLA observations, deep dives, work scrutiny, attendance and behaviours and any other key themes as and when identified.
- Identify areas of strength and improvement in teaching practice to inform an action plan that will improve outcomes for learners.
- Generate reports, highlighting areas of improvement and proposing evidence-based interventions.
- Collaborate with tutors, assessors, Programme Leaders to develop strategies for improving learner outcomes.
- Supporting with the design, implementation, and delivery of professional development (CPD) that aligns with the college's strategic objectives and meets the professional development needs of tutors and assessors.
- Share outstanding teaching, learning and assessment practice and the management of learner performance and behaviour.
- Act as digital advocates in faculty areas, providing training and support for tutors and assessors in the development of digital skills and the use of learning technologies
- Track and monitor closing down of tutor and assessor action plans in Observation Live.
- Provide an interventionist role, working with underperforming staff to provide support and training with teaching and learning pedagogy.
- Lead on the ongoing development and coordination of a structured induction program for new tutors and assessors joining the college.
- Organise and support peer observations, encouraging informal CPD both within faculty and across college.
- Carry out regular Learning Walks both independently and with line managers.

- Develop and design resources as required: Teacher development, CPD days, teacher induction.
- Contribute to the planning and facilitation of college conference days and other TLA events, such as Learning Fayres, Research Meets and Teach Meets.
- Providing termly reports for managers and the Quality team to update on faculty specific TLA.
- Attend regular meetings with Heads of Faculty and Apprenticeships and the Head of TLA to update on TLA within faculties/sectors.
- Lead and contribute to additional projects that align with the college strategy.
- Work collaboratively with the Literacy & Numeracy leads to develop content and resources and drive the development of literacy and numeracy skills across college.
- Liaise with Directors, HoFs, Heads of Apprenticeships and PLs to support with the PDR process and probationary review.
- Teach a nominal amount of hours (to be agreed) in area of specialism.

Developing Personal Skills and Knowledge

- Stay updated with relevant regulations, policies, and quality assurance frameworks related to teaching, learning and assessment (TLA) in the FE sector.
- Stay abreast of current trends, research, and innovations in TLA practices and share knowledge with colleagues.
- Attend conferences, seminars, and workshops related to teaching, learning and assessment and actively participate in professional networks.
- Collaborate with external organisations, professional networks, and educational partners to leverage resources, expertise, and opportunities for professional development.
- Conduct independent research and reading into pedagogy to ensure knowledge and understanding is current and to raise awareness of new and emerging trends.

Record-Keeping and Documentation:

- Maintain accurate records of induction, quality and CPD activities, attendance, and outcomes.
- Conduct needs assessments, gather feedback, and analyse data to inform the design of targeted professional development initiatives and ongoing development of the new tutor/assessor induction programme.
- Collate research, findings and analysis of teaching and assessment practice and use to inform recommendations for improvement.

General

- All employees of Oldham College Corporation are required to actively promote and work within the policies, procedures, regulations and codes of conduct of the Corporation.
- All employees of the Corporation are required to work within and contribute to the achievement of the College strategic plan.
- To undertake such other duties that may be reasonably required commensurate with grade.
- Be committed to personal professional/vocational development and participate in the College's appraisal process and training and development activities as required. All employees of the Corporation are required to undertake such professional development and skills updating as required by the College and/or required by the changing demands of their role.
- To work flexibly, which may include evenings, open days, and possibly weekends.

Equality and Diversity:

- It is the responsibility of the post holder to promote equality and diversity throughout the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to equal opportunity and diversity.

Health and Safety:

- To promote health, safety and welfare throughout the College.
- To undertake their duties and responsibilities in full accordance with the College's Health and Safety Policy and Procedures.

Safeguarding Children and Vulnerable Adults:

- The College is committed to providing a safe environment in which children, young people and vulnerable adults can develop educationally, socially and emotionally, free from abuse, and expects all members of staff to share this commitment.
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
- The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
- This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
- If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

This job description is a summary of the key areas of responsibility. It is not a definitive list. The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered however, that over time, the nature of individual jobs will inevitably change; existing duties may be lost, and other duties may be gained without changing the general character of the duties of the level of responsibility entailed.

- You are required to work flexibly to meet the needs of the service and along with your line manager, make suggestions to vary the scope and application of your responsibilities within a reasonable framework appropriate to this level of post.
- The College will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION

POST: TLA Lead

The following person specification has been developed to provide candidates with a general understanding of the main standards of competence and experience we believe are essential to successful performance in this job role.

You should, therefore address these key areas in your application, providing evidence wherever possible.

The College takes very seriously its commitment to serving our students, staff and the wider community through staff who are themselves motivated towards delivering a quality service and whose approach at all

times reflects a professional customer care-oriented approach. We regard these qualities as essential and will only appoint staff who can support the College in promoting an ethos of equality for all within our developing multicultural diverse organisation.

Assessment: Items marked with a * are short-listing criteria, all other criterion will be assessed at interview and/or by other assessment methods.

Qualifications	Short-listing criteria - evidence Required *
ESSENTIAL:	
PGCE/Cert Ed or equivalent Post 16 teaching qualification	*
Maths & English (GCSE or Level 2 equivalent)	*
Skills, Knowledge & Experience	
ESSENTIAL:	
An excellent track record of outstanding teaching practice and positive student outcomes.	*
Experience of curriculum design and innovation, planning, delivering, and assessing.	*
Experience of assessment, internal quality assurance and standardisation procedures across a range of programmes.	*
Excellent knowledge of teaching methodologies, assessment practices, and curriculum development.	*
Extensive experience of providing mentoring and coaching support to those in a teaching role.	*
Proven experience in developing and delivering CPD programs, workshops, and training sessions.	*
Experience of driving new initiatives and or successfully leading positive change.	*
A proactive approach to staying updated with current research and trends in teaching, learning & assessment.	*
Positive and proactive; able to show initiative and problem solve.	
Excellent communication and interpersonal skills.	
A good level of understanding of the OFSTED inspection framework for FE.	
Familiarity with relevant regulatory bodies, policies, and procedures governing CPD in the FE sector.	
Skills, Knowledge & Experience	
DESIRABLE:	
Experience of Internal Quality Assurance (IQA) and External Quality Assurance (EQA)	
Experience of building relationships with a range of internal and external stakeholders.	
Experience of supporting staff wellbeing and promoting positive working practices.	
Mentoring or coaching qualification or willingness to undertake.	

<u>Other Work-Related Requirements</u> ESSENTIAL:	
Able to manage time effectively and prioritise work to meet deadlines at self/team and cross college level	*
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young people and/or vulnerable adults	*