

# Job Description

Teacher Development, Learning and Innovation Lead

## *introduction*

The College is committed to excellence in education. The Quality Department, led by the Director for Teaching, Learning, and Assessment along with the Head of Quality ensure that this is a priority for all colleagues. Colleagues within the Quality team are assigned to individual curriculum areas providing a point of contact and familiar face that department leaders and teachers feel confident to work with. Charged with overseeing all aspects of quality improvement and assurance, our team ensures that every aspect of our educational provision meets the highest standards.

The team monitors quality on campus as well as off-site at our partners and sub-contractors' delivery locations. Whether supporting staff new to their roles or experienced professionals, our focus remains steadfast on nurturing their practice and professional development needs, ensuring they have the tools and support necessary to thrive in their roles and deliver exceptional educational experiences.

At Waltham Forest College, we firmly believe that, regardless of a student's background, they possess the potential to achieve greatness. Our role is to nurture and develop this potential within a caring and supportive environment. We understand that success requires the right mindset, unwavering commitment, and resilience, as such we are committed to providing the necessary guidance and support. This is what we expect to be the driving focus of the Quality Department.

I truly hope you find this opportunity both appealing and exciting. If you would like to discuss this opportunity ahead of applying, please do contact us through our Human Resources department, [human.resources@waltham.ac.uk](mailto:human.resources@waltham.ac.uk).

We look forward to receiving your application.

# INTRODUCTION

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## OUR VISION

Careers focussed education inspiring learners to create their future.

## OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

## OUR VALUES

Defining our values:

# EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having outstanding **features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

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Defining our values:

# INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

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Defining our values:

# INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

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## *Job description*

This Job Description sets out the organisational position, reporting lines, key accountabilities, and relationships.

<b>Post</b>	Teaching, Learning and Innovation Lead
<b>Department</b>	Quality Improvement: TDDI
<b>Pay Spine</b>	Deputy Head Pay Spine 38-41
<b>Post Reports To</b>	Director for Teaching, Learning and Assessment

## **Post Outline**

The role of Teaching, Learning and Innovation Lead at the College is pivotal in advancing our commitment to moving “beyond outstanding”. Reporting to the Head of Teacher Development and Innovation and working alongside colleagues in Quality Assurance, Heads of Department, Assistant Principals and teaching staff, this position involves spearheading the development and implementation of strategic initiatives aimed at enhancing teaching, learning, and assessment practices.

Using key metrics, the postholder will identify areas for sharing practice and develop action plans to drive continuous enhancement across all aspects of our provision through college wide, local CPD and individual support including team teaching, mentoring and coaching practices.

The post plays a central role in designing and delivering training programmes tailored to support both new and experienced staff members, fostering a culture of continuous professional development.

Additionally, the postholder will collaborate closely with departmental stakeholders to engage in thematic learning walks, providing feedback and interventions to elevate teaching effectiveness and student outcomes. Postholders will have some teaching responsibility, up to 4 hours per week, based on the College’s needs and their specialist curriculum experience, as such postholders will need to be qualified teachers with a track record of excellence in delivering high quality results for learners.

## **Main Tasks**

### **Quality Improvement Strategy Development:**

- Collaborate with the relevant senior leader (Assistant Principal) to develop and implement quality improvement aligned with the College's goals and objectives, for allocated curriculum areas.
- Identify key areas for improvement based on data collection, analysis, stakeholder feedback, and industry best practices.
- Working with the senior post holder (Assistant Principal) and relevant Heads of Department to develop action plans and initiatives to drive continuous improvement across teaching, learning, assessment and digital innovation.

### **Training and Development Programmes:**

- Design and deliver training/CPD programmes for new-to-teaching colleagues, focusing on pedagogical best practices, classroom management techniques, and effective instructional strategies, in line with the College's agreed approach to teaching, learning and assessment.
- Support with the onboarding for new, experienced colleagues, providing support and guidance to ensure a smooth transition into their roles and alignment with the College's quality standards.
- Lead on team teaching and coaching/mentoring to help raise standards beyond outstanding
- Contribute to continuous development of the existing teaching staff ensuring all can reach excellence through CPD development and offer.

### **Departmental Observations and Learning Walks:**

- Take part in the college schedule of formal observations and thematic learning walks to review teaching practices and continuously improve teaching standards and learner experience.
- Provide constructive feedback and support to teaching staff to enhance their teaching effectiveness and promote continuous professional growth.
- Identify trends and themes across observations to inform professional development initiatives and curriculum enhancements.

### **Quality Assurance Collaboration:**

- Collaborate with the Quality Assurance team to ensure alignment between improvement initiatives and assurance standards.
- Participate in quality assurance processes, including audits, evaluations, and accreditation activities, to support the College's commitment to excellence in education.
- Participate and lead where required on quality assurance processes, including audits, quality improvement plans, self-assessment processes, and accreditation activities, to support the College's commitment to excellence in education.

## **Job Activities**

### **Strategy Development and Implementation:**

- Work closely with department heads and faculty members to implement quality improvement initiatives and monitor progress toward established goals in maintaining and raising standards in teaching, learning, assessment and digital innovation.

### **Training Programme Development:**

- Develop curriculum and materials for training programmes tailored to the needs of new-to-teaching colleagues, incorporating research-based instructional strategies and effective classroom management techniques.

- Customise onboarding programmes for experienced colleagues to address specific professional development needs and ensure alignment with the College's culture and expectations.
- Offer team teaching and 121 support for individual staff to help raise standards.

#### **Observation and Feedback:**

- Contribute to college and departmental thematic learning walks to review standards in teaching practices and learner experience.
- Provide feedback and coaching/mentoring to teaching staff based on observations, emphasising strengths and areas for improvement in instructional delivery, student assessment, and classroom management.
- Ensure new teaching staff are observed within the expected window when joining the College, and any support is highlighted as part of their onboarding process.
- Offer continuous support to staff seeking to improve and develop their teaching practices.

#### **Data Analysis and Reporting:**

- Review data from observations, student feedback to identify trends and opportunities for improvement.
- Prepare reports and presentations to communicate findings and recommendations to senior management and relevant stakeholders as part of the college improvement process.

#### **Collaboration and Communication:**

- Collaborate with Heads of Department, teaching staff, and other stakeholders to foster a culture of collaboration and continuous improvement.
- Communicate effectively with colleagues at all levels of the organisation to ensure buy-in and support for quality improvement initiatives.

#### **Teaching responsibilities:**

- Plan, deliver lessons and assess material for designated groups as agreed, in line with the College's priorities, and the relevant experience of candidate, which may include delivery on structured teacher training programmes where appropriate.

#### *Waltham Forest College commitments*

- Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:
- Be a positive ambassador for the College at all times.

- To adhere to the College's policies, procedures and practices regarding the safeguarding of students, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere-to the College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process
- In recognition of the ever-changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

*Person specification*

Essential/Desirable criteria will be identified at*			
	AF	I	A
<b>EDUCATION AND TRAINING</b>			
Educated to degree level	E		
Prepared to undertake training as necessary and willing to participate in continuing professional development	E		
Level 2 (or above) English and maths qualifications	E		
Qualified NVQ Assessor – D32/33, A1 or accepted equivalent	D		
Qualified NVQ Internal Verifier – D34, V1 or accepted equivalent	D		
Teaching qualification PGCE Preferred, minimum Level 5.	E		
Masters Degree in Education	D		
<b>EXPERIENCE</b>			
Substantial experience of delivering high quality teaching and learning and achieving high levels of learning satisfaction	E	E	
Previous quality improvement experience in further education/post-16 education	E	E	
Knowledge of the current Ofsted Inspection Framework and Office for Students	E	E	
Experience of setting, monitoring and achieving personal and organisational standards and targets	E	E	
Experience of continuous quality improvement and assurance cycles including delivery of CPD/staff development/mentoring/coaching/team teaching	E	E	
Experience of working with sub-contractors	D	D	
Experience of teacher development/teacher training	D	D	
Knowledge of digital technologies and innovation in education	E	E	
Experience of administration and organisation to ensure accurate reports to deadline.	E	E	
<b>SPECIAL ABILITIES AND APTITUDE</b>			
Computer literacy, digital pedagogy, and IT skills	E		E
Possession of excellent communication skills (oral and written)	E	E	E
Commitment to putting learners and learning at the forefront of all actions		E	

Ability to work with individuals and organisations external to the College, to promote the interests of the College		E	
Ability to lead, motivate, and work collaboratively with others and maintain flexibility to reach departmental SLA/KPI.	E	E	
Ability to work both under direction and on personal initiative		E	E
Aptitude for proactive identification and solution of problems and barriers to effective working		E	E
The ability to work flexibly	E	E	
Ability to work under pressure and meet targets and deadlines	E	E	E
<b>OTHER REQUIRMENTS</b>			
Commitment to maintenance of high levels of health and safety	E	E	
Commitment and understanding of equality and diversity issues and experience of putting this into practice via inclusive practices in teaching	E	E	
Committed to safeguarding and promoting the welfare of children, young people, and vulnerable adults	E	E	

\* **Key:** AF = Application Form, I = Interview, A = Assessment