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### Role Description

##### Business Area

Quality

##### Job Title

##### Teaching & Learning Improvement Leader

##### Salary Scale

£32,475

##### Location

##### College wide

##### Accountable to

Head of Quality

##### Hours of Duty

##### 36 Hours per week

##### Special working conditions

The post holder may be required to work at any location of the College now or in the future in the evening and at weekends.

### Purpose

* To be responsible for supporting the Head of Quality with the leadership and monitoring of the College’s strategy for quality improvement and quality assurance, to improve standards for teaching learning and assessment.
* To raise learner success rates and to develop the overall quality of the learner experience.
* To drive continuous improvement through quality assurance, training and development and the co-ordination of various college wide projects.

### Duties

1. To support the Head of Quality in developing and effectively implementing the College’s strategy for quality improvement and quality assurance and drive identified initiatives to ensure that college targets are met.
* Implementing and reporting on compliance through internal audit of College quality systems and procedures.
* Developing and improving the use and impact of the Learner and Employer Voice in quality assurance processes and activities.
* Maintaining the currency and accuracy of the teaching, learning and assessment policies, procedures and systems.
1. To lead on cross college projects working with a variety of colleagues.
2. To co-ordinate lead internal verifiers to ensure internal assessment and verification meets and exceeds both College and Awarding Organisation standards. To manage department action plans and prepare reports for the sharing of good practice via the analysis of EQA/SV reports.
3. To lead on the processes and provision of information to College regarding national developments and requirements for teaching, learning & assessment related to quality assurance initiatives. i.e. BTEC Next Generation, the Technical Qualifications and the Apprenticeship Standards.
4. To support the Centre Director for English and maths and lead on the standardisation of cross college functional skills.
5. To support the Head of Quality with the College’s Self-Assessment process ensuring all teams participate and produce high standard contributory reports and action plans timely.
6. Plan and provide a range of internal and external quality assurance training and development activities related to teaching, learning & assessment.
7. Be responsible for training sessions delivered in the Learning Lounges on both campuses.
8. To coordinate the observations carried out across the college and report progress of the college teaching and learning profile to the Head of Quality.
9. To manage the College observation system Pro-Observe.
10. High level of analytical skills –interpret and analyse data.
11. Undertake teaching as and when required.
12. To monitor and audit the effectiveness of ProMonitor to ensure compliance across the College.
13. To conduct a range of observations and learning walks of teaching, learning and assessment activities, including classroom based, workplace, on/off site & quality audits to support College priorities.
14. To support the Head of Quality for fully preparing teams for both internal and external inspection in line with the Common Inspection Framework and the College’s Strategic Intentions.
15. To monitor internal inspection action plans.
16. To provide support in preparation for, during and immediately following external inspection regimes, Ofsted, HEFCE or Awarding Organisations.
17. To produce, deliver, administrate and collate student surveys for FE, HE and apprenticeships
18. To coordinate skills competitions.
19. Ensure continuous development and improvement of professional knowledge.
20. Any other duties of a similar level of responsibility as may be required.

### All staff are responsible for:

**Children & Vulnerable Adults:** safeguarding and promoting the welfare of children and vulnerable adults

**Equipment & Materials:** the furniture, equipment and consumable goods used in relation to their work

**Health / Safety / Welfare:** the health and safety and welfare of all employees, students and visitors under their control in accordance with Hopwood Hall College’s safety policy statements

**Equal Opportunities:** performing their duties in accordance with Hopwood Hall College’s Equal Opportunity Policy

### Revisions and updates

This role description will be reviewed and amended on an on-going basis in line with organisational needs, with consultation with trade unions where required.

### Person Profile

“The College supports the Skills for Life agenda and recognises the importance of all adults having functional literacy and numeracy whatever their role.  All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.”

#### Qualifications

##### Essential Criteria

* Degree or level 4 qualification
* Educated to GCSE standard which must include English and maths.
* Recognised teaching qualification

##### Desirable Criteria

* Experience of working as a Standards Verifier or External Quality Assurer.
* Specialist quality assurance qualification or training.

**How Identified**: Application

#### Experience

##### Essential Criteria

* Knowledge and experience of effective project management.
* Maintaining high levels of internal verification standards.
* Experience in the delivery and quality assurance of classroom and work based vocational provision.
* Experience of working within Further Education teaching and learning/quality systems.
* Development of teaching, learning & assessment practices both individually and across teams.
* Track record of delivering successful and innovative teaching, learning and assessment practices.
* Knowledge and experience of working with curriculum teams in a teaching role or support capacity.
* Delivery of staff development to support and improve teaching, learning and assessment.

##### Desirable Criteria

* Experience of conducting observations and audits of classroom and work based learning provision
* Experience of monitoring quality assurance in the further education sector.
* Experience of Ofsted inspection: QAA.

**How Identified**: Application/Interview

#### Specialist Knowledge

##### Essential Criteria

* Excellence in the delivery of teaching, learning and assessment across a range of levels.
* Knowledge of quality standards and systems the requirements of Ofsted, QAA and other quality standard agencies.
* Excellent knowledge and experience in meeting assessment and verification requirements for Awarding Organisations EQA/SV visits.
* Very good understanding of the new BTEC Next Generation and the new assessment rules.
* Good understanding of the Common Inspection Framework.
* Ability to communicate effectively with a wide range of clients/staff at all levels in a variety of formats.
* Ability to work independently and on initiative with minimum supervision.
* High level of analytical and reporting skills.
* High level of IT skills.
* Ability to establish and maintain efficient administration systems both computerized and paper based.
* Well organised and the ability to meet tight deadlines

**How Identified**: Application/Interview

#### IT Skills

* Advanced user of Microsoft applications
* Ability to use technology to generate information and improve efficiency

#### Competencies

Read this criteria in conjunction with the College Competency Framework – available on the intranet/internet.

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| **1. Leading and Deciding** |
| 1.1 Deciding and initiating action | **Essential** |
| 1.2 Leading and supervising  | **Desirable** |

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| **2. Supporting and Co-operating** |
| 2.1 Working with people  | **Essential** |
| 2.2 Adhering to principles and values  | **Essential** |

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| **3. Interacting and Presenting** |
| 3.1 Relating and networking  | **Essential** |
| 3.2 Persuading and influencing  | **Essential** |
| 3.3 Presenting and communicating  | **Essential** |

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| **4. Analysing and Interpreting** |
| 4.1 Writing and reporting  | **Essential** |
| 4.2 Applying expertise and technology | **Essential** |
| 4.3 Analysing  | **Desirable**  |

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| **5. Creating and Conceptualising** |
| 5.1 Learning and researching  | **Essential** |
| 5.2 Creating and innovating  | **Essential** |
| 5.3 Formulating strategies and concepts | **Less Relevant** |

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| **6. Organising and Executing** |
| 6.1 Planning and organising  | **Essential** |
| 6.2 Developing results and meeting customer expectations  | **Essential** |
| 6.3 Following instructions and procedures  | **Essential** |

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| **7. Adapting and Coping** |
| 7.1 Adapting and responding to change  | **Essential** |
| 7.2 Coping with pressures and setbacks  | **Essential** |

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| **8. Enterprising and Performing** |
| 8.1 Achieving personal work goals and objectives  | **Essential** |
| 8.2 Entrepreneurial and commercial thinking  | **Desirable** |

##### Hopwood Hall College is committed to guarantee an interview to people with disabilities who meet the minimum essential criteria for a vacancy and to consider them on their abilities.