



### TEACHING & LEARNING LEAD - ROLE DESCRIPTION

<b>Job Title:</b>	Teaching and Learning Lead (Digital)
<b>Department:</b>	Teaching & Learning
<b>Position Type:</b>	Full Time - Permanent
<b>Responsible to:</b>	Head of Teaching, Learning & Assessment

#### Job Description

##### Main Purpose of Role

This role requires a dynamic individual who is passionate about digital innovation in education, committed to professional development, and eager to collaborate with colleagues to enhance teaching and learning outcomes. The Teaching & Learning Lead (Digital) will work as part of the Teaching and Learning team and will have a specific focus on digital innovation and integration. This role is pivotal in advancing the college's digital strategy and enhancing the digital capabilities of staff and students.

##### Key Responsibilities

- Lead the implementation of the ILT strategy in alignment with the college’s vision and goals for teaching, learning, and assessment.
- Design and implement a comprehensive digital induction program to ensure new staff are proficient with core digital technologies.
- Provide training and support on digital tools, applications, and best practices, enhancing staff digital skills.
- Implement and monitor the use of a digital self-assessment tool for tutors and assessors.
- Provide ongoing training and support for the Teaching & Learning team to become ‘Digital Advocates’.
- Work with the Teaching & Learning team, tutors, and assessors to integrate digital technologies into curriculum delivery and pedagogy.
- Conduct classroom learning walks, offering feedback and guidance on digital teaching strategies.
- Lead the development and implementation of digital resources and tools, including online learning platforms and multimedia content.
- Champion a culture of innovation, encouraging staff to explore new digital tools and technologies, including AI and VR.
- Lead and oversee digital innovation projects from initiation to completion.
- Foster collaborations with external partners, including industry experts and technology vendors.
- Promote digital accessibility, ensuring digital resources are inclusive for all learners, including those with disabilities.
- Work collaboratively with the Assistive Technologist to drive the use of assistive technologies.

##### Monitoring and Documentation:

- Maintain accurate records of digital activities and outcomes.
- Develop systems to monitor completion of the digital induction and the college staff development program.
- Conduct needs assessments, gather feedback, and analyse data to inform targeted digital pedagogy initiatives.

**Reporting and Data Analysis:**

- Generate reports evaluating the effectiveness of digital learning initiatives.
- Provide termly reports to managers and the Quality team on faculty-specific Digital activities.
- Use data to inform future planning and development of digital strategies.

**Continuous Professional Development:**

- Stay updated with relevant regulations, policies, and innovations in TLA & digital pedagogy.
- Attend conferences, seminars, and workshops related to Digital & TLA.
- Conduct independent research to ensure current knowledge and understanding of digital pedagogy.

**Additional Duties:**

- Teach a nominal number of hours in area of specialism (to be agreed).
- Contribute to the planning and facilitation of college events.
- Lead and contribute to additional projects that align with the college strategy.
- Liaise with Directors, Heads of Faculty, Heads of Apprenticeships, and Programme Leaders to support the performance management process.

**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: Teaching & Learning Lead (Digital)

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.

<b>Qualifications</b>	Short-listing criteria - evidence Required *
ESSENTIAL:	
PGCE/Cert Ed or equivalent Post 16 teaching qualification	*
Maths & English (GCSE or Level 2 equivalent)	*
<b>Skills, Knowledge &amp; Experience</b>	
ESSENTIAL:	
Experience of leading and delivering successful digital innovation within an education setting.	*
An excellent track record of outstanding teaching and or training practice.	*
Strong track record of utilising digital technologies including delivery of teaching using Ed Tech and experience/knowledge of emerging technologies such as Ai, VR, AR	*
Excellent knowledge of teaching methodologies, assessment practices, and curriculum development.	*
Experience of providing mentoring and coaching support.	*
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 digital pedagogy, innovation and emerging trends.	*
Positive and proactive; able to show initiative and problem solve.	*
Excellent communication and interpersonal skills.	*

Extensive knowledge of Microsoft 365 and Google for Education.	*
<u>Skills, Knowledge &amp; Experience</u>	
DESIRABLE:	
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	*