

JOB DESCRIPTION

TITLE: Group Manager Teaching and Learning Research

GRADE: Management Spine

RESPONSIBLE TO: Group Director – Teaching and Learning

PURPOSE OF JOB:

- To work with the Group Curriculum Director Teaching & Learning, expanding and driving research across the Group with a focus on further improving Supported Experiments using evidence informed research and extending all layers of research in The Teaching & Learning Lab.
 - To line manage the Group eLearning Co-ordinator and oversee the work of the eLearning team, ensuring that it is tracked and has measurable impact.
 - To work with the Group Curriculum Director Teaching & Learning and Group Manager Teaching and Learning Development to ensure that The Teaching & Learning Lab work is shared through Masterclasses, internal & external conferences and publications in the sector
 - To undertake research for The Teaching & Learning Lab commissioned by SMT in liaison with the Group Curriculum Director
 - To report to SMT on the work of the Teaching and Learning Lab as required and oversee the production of the Teaching & Learning Bulletin and other research communications.
-

MAIN TASKS AND RESPONSIBILITIES:

1. Managing Strategy:

- 1.1 As part of the College's management team, to significantly contribute to the overall strategic development of the College and The Teaching & Learning Lab.
- 1.2 Working with the Group Curriculum Director for Teaching & Learning leading on the successful implementation and impact of supported experiments at Directorate and individual level, ensuring that staff have access to credible sources of evidence informed research.
- 1.3 To monitor and manage supported experiments and the short research projects, including those supervised by ETF in The Teaching & Learning Lab and ensure that these have measurable impact and are shared.
- 1.4 To be an expert on, and keep up to date on the latest research and evidence informed strategies, seizing opportunities and external funding to continue to raise the profile of teaching and learning at NCC
- 1.5 To play an active part in Staff Development Days and deliver professional development training as required

2. Managing Operations:

- 2.1 To work with the teaching and learning and Quality teams to implement and embed the NCC teaching and learning framework (Core & Expert Habits) ensuring that teaching staff have access and knowledge to credible evidence informed research.
- 2.2 Delivering professional development to teachers on the Core & Expert Habits with the Group Manager of Teaching & Learning Development
- 2.3 To provide enthusiastic and imaginative professional development, with on programmes of teaching, learning and assessment, within the College
- 2.4 To engage a wide variety of teachers in the application of evidence-based research, working with the Group Manager for Teaching & Learning Development
- 2.5 To steer the work of the eLearning team ensuring that it is impactful and has a clear strategy for implementation

- 2.6 To assist in monitoring and updating the Quality Improvement Plans and any action plans which result from external inspections and assessments;
- 2.7 To support the Senior Curriculum Directors (SCMs) in the development of teaching, learning and assessment practice and planning

4. Managing People:

- 4.1 To be responsible for the line management, support, supervision and professional development review of the Group Co-ordinator for eLearning and designated staff members, setting and monitoring performance and targets as appropriate.
- 4.2 To lead on the recruitment and selection of staff across campuses for their area and the designation of their responsibilities and duties.
- 4.3 To ensure that all new staff in their area are given appropriate induction in accordance with college policy.
- 4.4 To identify staff training and development needs and ensure that these meet strategic and operational priorities.
- 4.5 To support and develop effective cross campus working ensuring the sharing of good practice and consistent approaches to curriculum delivery.

5. Managing Information:

- 5.1 To maintain up to date knowledge of national, regional and local developments in Further and Higher Education.
- 5.2 To monitor and interpret performance data for teaching & learning
- 5.3 To promote internal cross campus communication through:
 - Ensuring that staff and students are well informed.
 - Convening meetings that are participative and focussed and where outcomes are followed through.
 - Taking the initiative to bring people together from different campuses to support development or, if necessary, to resolve conflict.
- 5.4 To contribute to the accuracy, timeliness, interpretation and use of statistical data to inform curriculum planning and strategy.

5.5 To monitor and review key KPIs as agreed

6. In common with all other Staff:

6.1 To support the College's mission, vision, values and strategic objectives.

6.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristic groups in the College's services.

6.3 To take responsibility for one's own professional development and participate in relevant internal and external activities.

6.4 To implement the College's safeguarding policies and practices.

6.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

6.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.

6.7 To undertake any other duties commensurate with the grade and responsibilities of the post which may be required from time to time.

7. Person Specification:

7.1 Possession of a degree and full teaching qualification. Further qualifications such as a Masters or National Professional Qualification in Leading Teacher Development (NPQLTD) are extremely desirable

7.2 Successful experience of managing teaching & learning which have improved student outcomes.

7.3 A sound knowledge and understanding of current government policy and key issues in relation to post-16 education and its relevance to the College particularly areas of possible research.

7.4 Evidence of a successful track record as a teacher and manager/lead of post-16 learning.

7.5 Experience and understanding of key issues affecting adults and 14 – 19 learning in the Further Education sector.

- 7.6 The ability to interpret key national strategies designed to improve teaching and learning;
- 7.7 An understanding of how good performance data should improve standards in teaching and learning;
- 7.8 Very high levels of oral and written communication, negotiation, influencing, problem-solving and presentation skills, using a variety of media;
- 7.9 Excellent organisation skills, including time management, progress chasing, project management and the ability to consistently meet deadlines;
- 7.10 Experience of line managing staff;
- 7.11 The ability to see issues from management, staff and student perspectives, with a good sense of judgement;
- 7.12 The ability to work successfully within a team and target-setting culture;
- 7.13 The ability to think independently, innovatively, contribute to the development of strategy and pay attention to detail;
- 7.14 Excellent levels of IT and knowledge of what makes effective digital pedagogy
- 7.15 The ability to contribute to the long-term strategic development of the College in a context wider than that of quality;
- 7.16 An understanding of, and commitment to, the College's safeguarding and equal opportunities policy and practical ideas for its implementation through the scope of the post.

Additional Information:

This job description will be reviewed regularly to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.