

Job Title: Teaching and Learning Development Manager

Salary: Management Spine MS1 Fixed

Reports to: Quality, Teaching and Learning Manager

JOB DESCRIPTION

Job Purpose

This is a critical position within the Quality, Teaching and Learning Team, managing the delivery and implementation of evidenced based research, development plans and processes for quality improvement in Teaching and Learning, as strategically led and designed by the Quality, Teaching and Learning Manager to move further towards outstanding provision. This is an exciting opportunity for a qualified teacher to manage the College's THRIVE Teaching and Learning programme, whilst experiencing the fast moving and high performing environment of working within the Quality Team.

Key Responsibilities

- To motivate, coordinate and deploy the Aspire Coaching Team
- To project manage the THRIVE Teaching and Learning programme
- To work with the College's Curriculum Area Managers to ensure staff release for participation
- To review, develop and manage the administrative procedures relating to Teaching and Learning
- To build positive, supportive relationships with colleagues from across different teams in order to share the combined vision, to be outstanding
- To oversee the THRIVE programme's pedagogical approach as well as managing key processes and events that are central to the effective delivery of high-quality Teaching and Learning
- To design and create resources for a range of Teaching and Learning themes, that draw on the experience emerging from the THRIVE programme
- To support colleagues to design and create resources for a range of projects that draw on the experience emerging from the THRIVE programme
- To work with the Quality, Teaching and Learning Manager to create and encourage a culture of aspiration, where all learners are intentionally and purposefully encouraged to THRIVE
- As a member of the Aspire management team, help design, work within, promote and embed a development framework based on the Growth Mindset and Zone of Proximal Development teaching theories
- To work in partnership with the Quality Assurance Manager where quality improvement and quality assurance connect
- To work in partnership with the Digital Learning Team where agendas align

- To design, deliver and/or organise teaching and learning training to teaching and learning teams
- To work in partnership with the Staff Development Officer to organise and develop effectively planned training and support
- To be an active member of the Quality Management Group, working in line with the Quality Cycle for Teaching and Learning
- To deliver a teaching allocation of no more than 167 hours per academic year
- To align Teaching and Learning activity to the Professional Standards for FE and WBL Practitioners
- To be involved in regional collaborative Teaching and Learning activity as identified and shared by the Quality, Teaching and Learning Manager

General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to diversity, equality of opportunity and for maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- All College employees are required to safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.
- To comply with the requirements of the Welsh Language Standards and contribute towards facilitating language choice within the College's service and curriculum provision.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwymo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> • Hold a PGCE / PCE qualification or equivalent • Hold a relevant professional qualification at level 5 or above 	<ul style="list-style-type: none"> • Hold a relevant management/supervisory qualification at minimum level 3 	<ul style="list-style-type: none"> • Application Form/Interview
Knowledge & Experience	<ul style="list-style-type: none"> • Excellent IT skills, specifically the Microsoft suite of products • Familiarity of Teaching and Learning themes, including blended learning methods • Experience of managing and encouraging a diverse range of learners and learning experiences in Post-16 • A minimum of 3 years (full time equivalent) teaching in an FE or key stage 5 setting post PGCE/PCE (or equivalent) • Experience of working with groups of colleagues to encourage and achieve change • Experience of teaching or delivering learning via remote technologies 	<ul style="list-style-type: none"> • Awareness of the Growth Mindset • Awareness of the Zone of Proximal Development • Awareness of the Professional standards for further education teachers and work-based learning practitioners in Wales 	<ul style="list-style-type: none"> • Application Form/Interview
Skills & Abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills. • Able to work accurately towards targets and deadlines. • Excellent organisational skills • Ability to work effectively with students, staff and external customers • Excellent project management skills • An inspiring approach to identifying and implementing teaching and learning strategies • Knowledge of technologies to aid teaching and learning • Excellent research skills 	<ul style="list-style-type: none"> • Ability to meet and greet in Welsh for the purpose of providing customer service 	<ul style="list-style-type: none"> • Interview

Personal Attributes	<ul style="list-style-type: none"> • Approachable, flexible and professional manner • Willingness to learn new skills • Strong Team player • Able to use initiative at all times. • An evaluative nature with a desire to see improvement • Have a strong work ethic, and a strong sense of confidentiality 		<ul style="list-style-type: none"> • Interview
Special Requirements	<ul style="list-style-type: none"> • Suitable to work with children and vulnerable adults 		<ul style="list-style-type: none"> • Application Form/ Interview