

# Job Description & Person Specification



## Director of Teaching, Learning, Quality and Innovation

<b>Salary:</b>	<b>£57,719 per annum inclusive</b>
<b>Hours:</b>	<b>36 hours per week</b>
<b>Leave:</b>	<b>35 days annual leave plus bank holidays</b>
<b>Responsible to:</b>	<b>Vice Principal – Curriculum &amp; Quality</b>
<b>Line Management:</b>	<b>Teacher Education and Quality Improvement Team staff, the e-Learning Development Manager.</b>
<b>Work closely with:</b>	<b>The Vice Principal – Curriculum &amp; Quality, Executive Director Resources, all Curriculum Directors, Curriculum &amp; Quality Team Managers (CQTM), and TLA Coach from all curriculum Directorates.</b>  <b>Business Support Managers (including the Head of Human Resources and Professional Development, the Professional Development Co-ordinator, the Head of Student Recruitment, Exams and Customer Service).</b>
<b>Job Purpose:</b>	<b>The main focus of the job is to provide outstanding leadership to achieve excellence in the quality of teaching, learning and assessment delivered throughout the College, including a vision for the continued development of e-learning and to drive continuous improvement in quality assurance and standards.</b>
<b>Location:</b>	<b>This post will be based at the Main Campus, Isleworth with responsibilities covering the Skills + Logistics Centre in Feltham.</b>

### Main Responsibilities:

#### Teaching, Learning (including E Learning) and Assessment

1. Working closely with Vice Principal Curriculum & Quality, contribute to the development and management of flexible, innovative and purposeful pedagogy across the College which leads to high quality teaching and learning and the effective the implementation of the teaching, learning and assessment strategy.

2. Lead the implementation of the quality assurance and enhancement strategy across the college ensuring initiatives and activities including internal curriculum reviews effectively and accurately monitor the standards of teaching, learning and assessment..
3. Work closely with and support Directors and Curriculum and Quality Team Managers (CQTM's) on the development of focused strategies and interventions to address areas for development and further improve the quality of teaching, learning and assessment and enhancing the overall student experience.
4. Review and evaluate the impact of interventions to improve the quality of teaching, learning and assessment and wider student experience reporting to the Executive Team Plus (ET Plus) Teaching, Learning and Assessment Group and the Corporation.
5. Lead on the planning and delivery of the continuous professional development for curriculum staff including innovative pedagogy, the effective use of digital and Ed-Tech tools and ensure relevant and future-focused industry and professional updating. Secure the dissemination of best practice across the college through a co-ordinated programme of staff development activities.
6. Working closely with key stakeholders, develop a vision and shared commitment for the continued development of e-learning and digital skills development across the college, providing leadership and support across curriculum teams to realise the vision and ensure effective implementation of the college digital strategy
7. Line manage the e-Learning Manager and provide leadership and support in relation to e-learning and the Learning Resource Centre. Ensure that there is sufficient investment and development in digital technologies to reflect the changing needs of the FE sector.
8. Support Directors, Curriculum and Quality Team Managers (CQTM's) and curriculum teams to ensure curriculum is developed appropriately to embed new technologies and develop the digital skills of all students across the college, ensuring that we have the required infrastructure and equipping staff with the skills and confidence to embed technology into their teaching, learning and assessment.
9. Lead the Executive Team Plus (ET Plus) Digital Group in reviewing the implementation of the College's Digital Transformation strategy, and evaluating the impact of e-learning on student experience and outcomes. Providing updates to the Corporation
10. Be an active member of the College Management Team, working with others to set objectives for improvement and to make best use of resources.
11. Attend training and events provided by external organisations regarding the development, updating and/or reform of qualifications offered by the College and provide clear recommendations on next steps to support and strengthen curriculum planning.

### Quality and Standards

1. Provide dynamic and effective leadership and management with a primary focus on quality assurance and improvement.
2. To create and sustain a culture of excellence across all aspects of curriculum and student experience, maintaining consistently high expectations and ambition for all students and staff, empowering staff to work collaboratively, sharing best practice and fostering innovation in teaching, learning and assessment.

3. Ensuring the effective use of data to inform decision-making, interventions and performance improvement. Ensure managers and staff have access to appropriate and relevant data, understand, can analyse and act upon data to enhance student outcomes.
4. Develop and drive the implementation of robust quality assurance processes, which meet the requirements of awarding bodies for both FE and HE, ensuring compliance and consistently high standards throughout the College. Track progress of the quality assurance status in the curriculum. Report on the outcomes of the external verification and monitor progress against actions specified by external verifiers/moderators.
5. Update and develop the College Quality Cycle ensuring that it reflects best practice, is clear and is communicated and implemented consistently and effectively across the College.
6. Act as the Quality Nominee across all awarding bodies providing a central point of contact for external verifiers/examiners and support staff in preparing for and managing external verification.
7. Provide ongoing training and support to curriculum leaders, managers and teams in developing and using high quality assessment, assurance and achievement tracking practices.
8. To proactively support the Vice Principal – Curriculum & Quality in the development of self-assessment and validation processes for the College and to monitor on a regular basis actions required for the self-assessment and quality improvement plan for the College.
9. Keep up to date with the inspection frameworks for both FE and HE. Assist the Vice Principal – Curriculum & Quality and the Vice Principal – Inclusion in external inspection and review processes and support curriculum directorates in the preparation for all types of external inspection, review and scrutiny.
10. Collaborate with the Executive Director – Finance, HR and Development, the Head of MIS and the Exams Manager, to further develop reports and systems, strengthening the tracking of all students' achievements.

#### Team management

1. Line manage the Teacher Education and Quality Improvement team to deliver high quality teacher training provision and ensure this team has a clear and positive impact on the improvement of teaching, learning and assessment cross-College.
2. In liaison with Directors and CQTMs, effectively deploy the Quality Improvement staff, to ensure they have a positive and measurable impact on the improvement of teaching, learning and assessment.
3. Encourage collaborative working, facilitate the sharing of good practice and debate about innovation, teaching, learning and assessment.

### Individual staff management

1. Line manage all posts reporting to the Director of Teaching, Learning & Innovation in accordance with the College's HR policies, using a proactive approach with creative problem solving.
2. Provide encouragement, support and guidance to all posts reporting to the Director of Teaching, Learning & Innovation, setting and maintaining high standards, in order to continue to raise the quality of teaching, learning and assessment.
3. Ensure supportive staff induction, coaching and target-setting for teaching improvements and strong mentoring and staff development for individuals.
4. Along with the other Managers in the area, deputise for the Vice Principal – Curriculum & Quality as required.

### Resource Management and Health and Safety

1. Manage budgets for specified areas in accordance with College financial regulations.
2. Promote the safe learner concept, ensuring appropriate health and safety activities are in place, including risk assessments for Teacher Education.

### General

1. As a member of the management team of the College, undertake Evening and Saturday Duty in accordance with the Duty Rota and additional duties at enrolment times as required, including occasional evening work.
2. Adhere and comply with the College financial regulations.
3. Promote and support equality of opportunity in all aspects of the post, and undertake training where necessary, in accordance with the agreed equal opportunities policy.
4. Promote a positive image of the College in all contact with students, employers and professional bodies in order to uphold the College's principles and values.
5. Contribute a mutually supportive approach to the achievements of the mission and strategic objectives of the College.
6. Participate in relevant promotional and marketing events.
7. Promote a positive learning environment that meets the needs of all students.
8. Undertake such other duties at appropriate levels of skill and responsibility as may be required.

# Person Specification

Please study the items in this person specification carefully when completing your application form. We need evidence and practical examples of how well you meet each criterion.

1. Educated to at least degree level with a full teaching qualification
2. Evidence of **continuous professional development**  
With a focus on
  - delivering teacher training
  - driving improvement in teaching, learning and assessment
  - curriculum development and innovation, including e-learning
3. Sound **specialist knowledge** in teacher training  
With a focus on
  - current developments in pedagogy in the 14-16 and further and higher education sectors
  - effective assessment strategies to stretch and challenge all students
  - curriculum innovation
  - inspirational teaching and learning
  - effective assessment strategies
4. Evidence of effective **curriculum leadership** an ability to determine an imaginative vision for the curriculum  
With a focus on
  - curriculum planning
  - creative and innovative strategies for delivery
5. Ability to **manage teams and individuals**  
With a focus on
  - pro-active, positive and clear approach
  - set and maintain high standards
  - support and develop
  - regular, consistent and structured contact
6. Understanding of the **national policy context** of the 14-16 and further and higher education sectors  
With a focus on
  - impact on funding
  - impact on the future curriculum
7. Excellent **IT skills**  
With a focus on
  - improve management processes
  - teaching and learning
  - innovative approaches to use of technology for teaching and learning
8. Experience of implementing, managing and monitoring **quality assurance** processes that have led to tangible improvements in standards for students  
With a focus on
  - clarity of focus and outcomes

- creative and practical thinking
  - use and interpret data and information
  - internal and external verification procedures
  - evidence of a trend of meeting and improving KPIs across own area
9. The ability to translate the challenges faced by **marginalised groups** into curriculum strategies and student achievement  
With a focus on:
- refugees and young people seeking asylum
  - working class young people
  - people experiencing poverty, deprivation and/or discrimination
10. Ability to give **leadership on equality and diversity** and to embed them into curriculum and staffing decisions  
With a focus on
- a vision for the curriculum
  - creative ideas to ensure students have equality of opportunity, treatment and outcome
  - confidence in talking about issues
11. Have an awareness and understanding of Safeguarding, Prevent and how to embed these into the curriculum
12. **Communication:** ability to write complex reports, to articulate arguments, talk to groups, chair meetings and be empathetic, respectful and clear in one-to-one meetings  
With a focus on
- clarity and appropriate to audience
  - structured and purposeful
  - complex ideas with simplicity
  - listen and empathise
13. Ability to practise the principles of **collaborative working**  
With a focus on
- consultation and involvement
  - consensus and decision-making
  - supportive structures and processes
  - evidence of successful working cross college

## Equality and diversity

West Thames College champions excellence, integrity, equality and respect.

This means we aspire to the highest achievements for our students and the best possible working environment for our staff.

The whole college community - women and men, younger and older, from different, social and ethnic backgrounds, a variety of faiths, cultures and languages, lesbian, gay and straight, disabled and non-disabled – we are all treated with the same respect and entitled to the same chances to succeed.

We champion diversity because we know that a rich mix of people makes the college a more productive and creative place to study and work.

And we champion equality because it is the right thing to do.

**Closing date:** Thursday 7<sup>th</sup> August 2025

**Reference no:** 4QWC001

**Interview date:** Tuesday 26th August 2025

# Conditions of Service

<b>Contract:</b>	Permanent Full time
<b>Hours:</b>	36 hours per week
<b>Salary:</b>	£57,719 The salary offered for this post will be a spot salary on point 11 of the Management Spine scale.  Spot salary means there is no entitlement to any incremental pay increase.
<b>Pension:</b>	Staff are entitled to participate in the Teachers Superannuation Scheme subject to its terms and conditions.
<b>Annual Leave:</b>	35 days per annum plus public holidays.
<b>Teaching Qualifications:</b>	Lecturing staff whose employment commences on or after 1 September 2001 are required either to have upon commencement of employment, or to obtain within a specified period after commencement, certain teaching qualifications as specified by the further Education Teachers' Qualifications Regulations 2001 & 2007. The type of qualification required and the time period for acquiring it, depend on a number of factors, including the type of post that is held, the teaching that is undertaken, and whether the lecturer works full-time or part-time.
<b>Probation:</b>	Employees who commence their employment between 1 September and 31 May inclusive will be subject to 26 weeks probation before their employment can be confirmed as permanent.  Employees, who commence their employment between 1 June and 31 August, and those with term time only contracts, will be subject to 36 weeks probation period before their employment can be confirmed as permanent.  The extended period of probation is ensuring that there is an adequate period of "normal" working during which to provide support and assess an employee's performance.
<b>Disclosure</b>	The post will be offered subject to an enhanced Disclosure satisfactory to West Thames College which will be conducted by the Disclosure and Barring Service.