

# JOB DESCRIPTION

Deputy Director Teaching, Learning and  
Assessment



# INTRODUCTION

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Waltham Forest College is one of London's most successful Colleges and in February 2018 Ofsted judged the College to be 'Good' in all that we do. The College is proud to be described as an 'inclusive college' and having a diverse workforce that mirrors our local community.

From the moment you walk into our spectacular building you can see that this is a college built for success. The College firmly believes that our employees are the heart of the organisation and having the right people in the right place is the key to our success

## OUR VISION

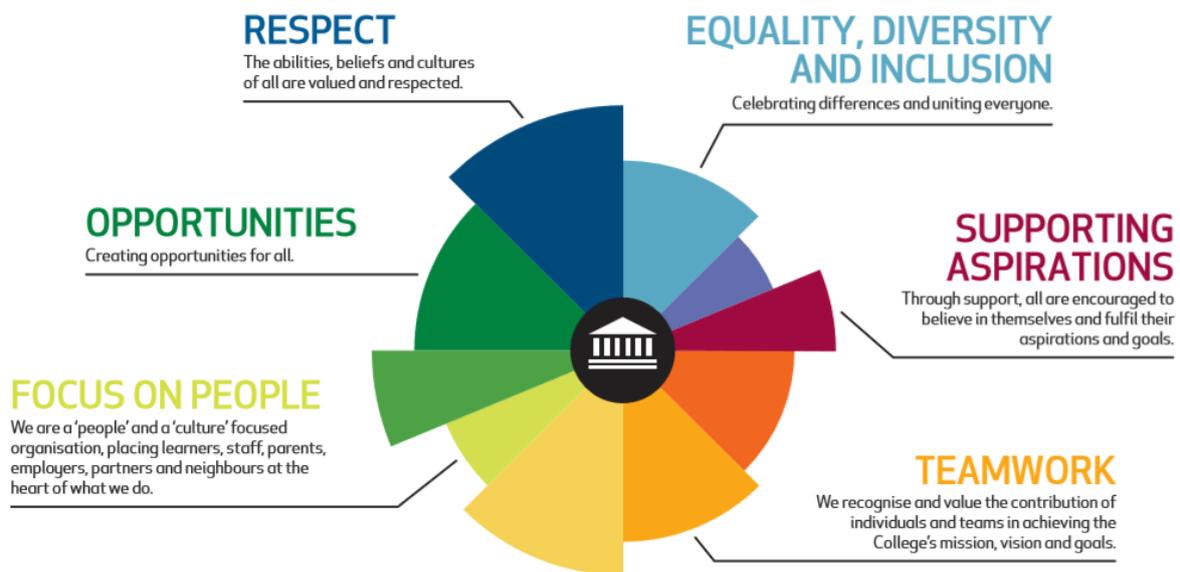
Careers focussed education inspiring learners to create their future.

## OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

## OUR VALUES

Our organisational values drive the way we interact with each other and influence our people in creating their future.



# JOB DESCRIPTION

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This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Deputy Director – Teaching, Learning & Assessment (TLA)
Department	Curriculum and Quality
Pay Spine	Leadership & Management 48 - 52
Post Reports To	Deputy Principal Curriculum and Quality
Staff Managed	e-Learning Coordinator

## OUTLINE OF POST

To lead on and oversee all aspects of Teaching, Learning and Assessment with responsibility for ensuring a consistently high learning experience at all levels, across all aspects of the college's provision.

To lead on the embedding of professional standards for Teaching, Learning and Assessment across the organisation

To lead on professional development related to Teaching, Learning and Assessment, strategic and individual, staff training and development needs.

To create and sustain a culture where learning and learning about learning is valued, understood and applied in practice throughout the organisation.

## MAIN DUTIES AND RESPONSIBILITIES

To provide strategic and operational leadership and management of Teaching, Learning and Assessment, outcomes and employability.

To provide leadership and oversee excellent Teaching and Learning and attitudes to learning across the College using up to date learning assessments and practices and overseeing the provision of excellent support to learning.

To lead a team of Professional Learning Mentors (PLM) and ensure high quality teaching, learning and assessment across all provision as measured by value added data, student feedback and student success.

To provide a consistently excellent teaching, learning and assessment experience that is of the highest quality as measured against national benchmarks and external bodies including Ofsted and the Department for Education.

Establishing and maintaining clear understanding across the college of college standards and expectations in regard to professional practice of Teaching, Learning and Assessment.

To achieve external recognition and accreditation for providing Teaching, Learning and Assessment that meets the needs of students, industry and employers.

To support and facilitate innovation, enterprise and creativity in Teaching, Learning and Assessment in including digital, blended and independent learning.

Lead on raising teaching, learning and assessment standards across college and supporting our partners and other stake holders in improving Teaching, Learning and Assessment standards.

Work closely with Quality team to ensure well-coordinated and joined up approach in delivering overall vision.

Initiating and delivering teaching, learning and assessment strategy to support the transition of curriculum towards T Levels.

Understanding and leading on current thinking and debate on Teaching, Learning and Assessment.

Overseeing and managing the delivery of teaching and assessing qualifications in line with professional standards.

Ensuring all staff directly involved in teaching, learning and assessment are supported in continually developing and updating their practice to the highest level.

Overseeing and co-ordinating the quality and enhancement of Higher Education provision, where applicable.

Managing the delivery of identified courses as required.

## **LEADERSHIP AND MANAGEMENT**

- Ensure effective development and implementation of cross College initiatives.
- Contribute as a member of the College's management team, to the development and operational leadership of the College.
- Identify and contribute to the development of applications for funding, and new initiatives and where appropriate, lead and manage projects
- To develop and lead, with the Deputy Principal, the College's SAR/QIP process and subsequent validations including monitoring targets at all levels.
- To prepare and deliver the annual Quality Improvement Plan, supporting the College's values and objectives.
- Monitor and develop the quality, efficiency and effectiveness of service delivery, in line with College policies.
- Lead by example, manage and direct the staff within the department so as to promote the highest standards in all its activities.
- To represent the College at internal and external events.
- To report regularly to the Senior Leadership Team on matters relating to teaching, learning and assessment.
- To lead and chair related college groups.
- To manage allocated budget

# WALTHAM FOREST COLLEGE COMMITMENTS

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Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Adhere to the College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting and promoting equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Challenge unacceptable behaviour (such as, for example, discriminatory language, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

# PERSON SPECIFICATION

The College has developed the use of selection criteria to aid objective recruitment, in line with its Equality and Diversity Policy Statement. Candidates must address each of the essential criteria listed below in the supporting statement that accompanies their application form.

Essential/Desirable criteria will be identified at*			
	AF	I	A
<b>EDUCATION AND TRAINING</b>			
Degree and all round level of education to include Maths and English to GCSE (Grade A – C) or equivalent level (level 2).	E		
Relevant professional qualification (minimum of Level 3 qualification).	E		
Certificate in Education/PGCE qualification	E		
Assessor Awards	D		
Management qualification or willingness to work toward	D		
<b>EXPERIENCE</b>			
A track record of managing a range of curriculum within a further education environment	E		
Demonstrable, in depth knowledge of curriculum areas, gained through teaching and industrial experience	E		
Demonstrable, in depth knowledge and understanding of education leading to excellent quality of teaching, learning and assessment	E		
Demonstrate an excellent understanding of high quality teaching, learning and assessment	E		
Knowledge of current qualification structure and any proposed changes including T Levels	E		
Understanding or experience of promoting and embedding widening participation, inclusive learning and equal opportunities including British values.		E	
Understanding of Quality Improvement impact measures on including effective use of data			E
Experience of continuous quality improvement in teaching, learning and assessment and working alongside Quality team		E	
Experience of contributing to a curriculum area to ensure high quality outcomes as measured by recruitment, retention, achievement and progression		E	
Knowledge of current course curriculum developments e.g. non-traditional delivery routes		D	
Experience of curriculum development and staff development		E	
Understanding of sector funding opportunities and challenges		D	
Knowledge of appropriate management strategies and approaches including performance management		E	
An understanding of, and demonstrable commitment to, Safeguarding Children and Young People (Every Child Matters) and Vulnerable Adults	E		

Experience of data analysis and evaluation to inform quality improvement	E	E	E
Relevant vocational experience	E		
Experience of leadership and management in post-compulsory education	E		
Experience of data analysis and evaluation to inform quality improvement	E		E
Proven excellence in own teaching practice	E		
Proven track record of leading curriculum teams successfully through Ofsted inspection	E		
Experience of initiating and implementing new digital and blended TLA strategies.	E	E	
Management experience	E		
Experience of course development and business planning		E	
Proven track record of problem solving to improve provision	E		
Experience of developing staff Continuous Development Plan (CPD)			
<b>SPECIAL ABILITIES AND APTITUDE</b>			
Strong knowledge of the Ofsted Education Inspection Framework and experience of the inspection process at a curriculum level		E	
An ability to engage and motivate individuals to deliver high performance outcomes in a further education environment	E		
Good analytical skills with proven ability to use management information to identify issues and opportunities to drive performance.	E	E	E
Clear commitment to high standards and the ability to drive continuous improvement	E	E	
Good communication and presentation skills, written and verbal.	E	E	
Ability to express ideas succinctly and clearly, both verbally and in written work.	E	E	
Able to communicate with a range of learners on both theoretical and practical aspects of the subjects in the section	E	E	
Able to lead staff in ensuring students are successful on completion of their course.	E	E	
Excellent planning and organisational skills to secure successful outcomes	E	E	
Able to manage a range of staff			
<b>OTHER REQUIRMENTS</b>			
To combine strategic and operational thinking and management with the qualities of analysis and innovation	D	D	
To contribute to the strategic development of the area of responsibility and to translate strategy into innovative, realistic operational planning and delivery	E	E	
Demonstrable commitment to equality and diversity, showing a desire to challenge inequality and promote diversity	E	E	
A broad knowledge of the infrastructure, services, challenges of and key strategic issues in the post 16 sector	E	E	
Ability to commit to a flexible approach to hours and duties		E	
Ability to react flexibly under pressure and to work to tight deadlines.	E	E	

Ability to demonstrate values and behaviors suitable to work with children and young people	E	E	
Commitment to the highest possible levels of health and safety for students, staff and others	E	E	
Ability and willingness to undertake continuous professional development	E	E	
Demonstrable commitment to equality and diversity and continuous quality improvement.	E	E	
Ability to promote and deliver outstanding customer service	E	E	
To have a strong sense of purpose and the drive to achieve agreed goals	E	E	
Ability to promote and deliver outstanding customer service	E	E	
Resourceful	E	E	

\* **Key:** AF = Application Form, I = Interview, A = Assessment