Job Description and Person Specification

Teaching and Learning Manager (Maternity Cover)

Team: Service Industries

Reports to: Head of Learning

Location: Crawley

Job Purpose

- To undertake teaching, learning and assessment activities in the curriculum area, ensuring a high quality of provision, in response to students' needs.
- To work collaboratively and innovatively with staff to design, develop, manage and review programmes in the curriculum area, including FE, Higher Education, apprenticeship, adults and commercial provision, in line with local, regional and national skills priorities.
- To ensure that student needs are met in a responsive way, in line with the concept of inclusive learning and take action to address any gaps in achievement.
- To support new and existing staff to enhance and improve the quality of teaching, learning and assessment and associated processes through innovation and creativity.
- To deputise for the Head of Learning in leading the curriculum area to achieve outstanding success.

Key Responsibilities

- Deliver outstanding teaching, learning and assessment and outstanding support for students.
- Contribute to all curriculum planning processes, including curriculum intent statements, timetabling and managing maths and English delivery across all product lines.
- Provide advice and support into new developments to broaden the curriculum offer including input from our community, employers and stakeholders.
- Undertake activities to support the recruitment of students, including attend open events and other events as required by the Head of Learning.
- Contribute to the effective recruitment and retention of teaching, delivery and support staff, supporting the staff team with a coaching approach.
- Encourage and support innovation, risk taking and use of technology to enhance curriculum delivery, engagement and learning.
- Positively promote equality, diversity and inclusion within the curriculum and the College community.
- To integrate sustainability within curriculum delivery to support CCG's focus on the green agenda and sustainability.
- Carry out appraisals and teaching observations for a defined team of staff.
- Manage the accurate recording and reporting of all data associated with the area.
- Make positive and informed contribution to the student referral process and behaviour management of students.

- To undertake curriculum management duties including:
    - Quality assurance processes, internal verification, course review and evaluation, contribute to development days, monitoring and supporting the process, establish links with employers and community groups to inform curriculum design and opportunities for work experience/volunteering, monitor registers, ensure adherence to deadlines for schemes of work and arranging cover as required by the Head of Learning.
- Liaise with all customers, stakeholders, partners and manage customer relationships and school liaison.
- Deal with any emerging needs, acting promptly and swiftly to resolve any problems.
- Contribute to the management of and control of any delegated budgets.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, diversity and inclusion policies and procedures;
  - The Group's health and safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Person Specification

Criteria	Essential/ Desirable	How Assessed
Experience		
Proven record of teaching and assessment to a consistently high standard, including the use of technology	Essential	Application Form/ Interview/ Presentation/ Assessment
Teaching experience within Further Education	Essential	
Proven record of trialling new developments within own teaching & learning and assessment and supporting the development of others	Essential	
Supervisory or management experience	Essential	
Experience of delivery and assessing across a range of curriculum and qualifications	Desirable	
Experience managing change with others	Desirable	
Experience of managing data and QA processes	Desirable	
Working in partnership with a customer focus	Desirable	
Timetabling	Desirable	
Knowledge		
Up to date knowledge of curriculum and teaching and learning, proven through continuing professional development	Essential	Application Form/ Interview/ Presentation/ Assessment
An understanding of equal opportunity, safeguarding obligations and health and safety, relating to students and curriculum delivery	Essential	
An understanding of the concepts of personalised learning, and widening participation	Essential	
Relevant awarding body criteria and how to obtain scheme approval	Essential	
Up to date knowledge of maths and English requirements for study programme students	Essential	
Microsoft Office applications, use of student records systems and virtual learning environments	Essential	
Application of digital technology to learning	Essential	
Qualifications		
A relevant teaching qualification (e.g. Certificate in Education, PGCE, Level 5 Diploma in Teaching)	Essential	Application Form/ Certificates
A level 3 qualification relevant to the area of teaching expertise	Essential	
Assessor/Verifier awards	Essential	
Level 2 English, Maths and IT	Essential	
Coaching/Mentoring qualification	Desirable	
Qualified Teacher Learning and Skills (QTLS) status	Desirable	
Leadership/Management qualification	Desirable	

Person Specification

Skills and Abilities		
Ability to communicate to a diverse range of people at all levels, verbally, in writing and through online tools	Essential	Application Form/ Interview/ Presentation/ Assessment
Time management skills, organisational skills and the ability to meet targets and deadlines	Essential	
Ability to use a wide range of earning technologies and software	Essential	
Mentoring and coaching skills	Essential	
Presentation skills	Essential	
Ability to manage behaviour that challenges	Essential	
Innovative, forward thinking	Essential	
Practical problem solver, with decision making skills	Essential	
Able to lead others while retaining the ability to be part of a team	Essential	

Attributes		
Innovative and creative in meeting the needs of students, customers and staff	Essential	Interview
Flexibility of approach	Essential	
Dedicated to supporting staff and students through the process of change	Essential	
Exemplar role model of the core values on day to day basis	Essential	

Other Requirements		
Ability to travel between campuses	Essential	Interview/Checks and Clearances
To undertake continuing professional development	Essential	
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	
To obtain ATLS or QTLS as required	Desirable	

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	37
Working weeks per year:	52
Contract type:	Fixed term period of maternity cover for a maximum of one year, or until the return, resignation or replacement of the current post holder, whichever is sooner.
Salary range:	£45,969 - £50,237 per annum
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 40 days per annum, plus 8 bank holidays per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.
Pension scheme:	Full time, fractional and variable hours staff will automatically enter into the Teachers' Pension scheme, unless they opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual salary and the guidelines given by Teachers' Pension. Alternatively the employee may opt out within the first 90 days of employment.