

CANDIDATE PACK

#THEPLATFORM



Job Title:
**Head of Teaching,
Learning & Assessment**

About Us

London South East Colleges is a thriving further education college with seven campuses across Bexley, Bromley, Greenwich and Lambeth.

Our ambition is to transform lives by the power of learning. We know that education has a hugely positive impact on people's lives and are passionate about helping people to realise their potential.

We are determined to make a positive difference to our local communities. Our college operates as a social enterprise, generating social value and supporting social mobility for all.

We constantly seek new talent to join our organisation and welcome applications from people with a wide range of skills and experience. We value our staff and are committed to investing in them and their futures – offering competitive salaries, benefits and training packages.



Our Mission, Vision and Values

London South East Colleges will endeavour to be true to its values and ensure we deliver on our mission: to provide leadership, knowledge, and resources to unleash the power of learning as an agent for social change.

Vision

Transforming Lives through the Power of Learning: We believe that education changes lives and communities for the better.

Values

Lead Locally

We take our public responsibility seriously. We serve communities and respond to their needs, creating social value and making a strong impact. We are more than education. We are leaders in the community

Act Responsibly

Acting responsibly is core to everything we do. We are ethical, we have integrity, and we operate responsibly, treating everyone with respect. We don't let people fail. We always do the right thing

Fearless Pioneers

One step ahead, we look courageously to the future and stand out with confidence. We take the lead in shaping the local and national agenda and are true pioneers of the sector. We are never afraid to take things on

Continuously Innovate

Through our sector-leading research and evidence-based policies, we promote best practice. We continually learn, looking outwards and inwards to support and improve the wider system through our innovative approaches

People First

We are inclusive to everyone. We take a principled and personalised approach by learning, listening and treating everyone as individuals. All decisions are made with people at the centre.

General

The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:

- Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager
- Compliance with health and safety policies and procedures and risk assessments
- Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Awareness of the College's Equality and Diversity policies and targets, and actively promoting equality of opportunity
- Ensuring adherence with Risk Management Policy.
- To assist at College enrolment/promotional events/induction/open evenings as required (which will entail occasional attendance for which time off in lieu will be agreed)

Our STARS framework:

- **Standout** - we will stand out. We are a good education group with outstanding features. Keen to innovate, we create social value and push the boundaries to achieve more.
- **Teamwork** - we are a team. Together, we get the job done. Together we achieve our goals. It's everyone's job to step in and help.
- **Accountable** - we own our actions. We take responsibility. We are accountable for the decisions we make and how these affect others. We own this.
- **Respectful** - we respect everyone- full stop. Diversity is valued, and we maximise this as a talent and strength.
- **Striving** - every day we strive to be better. To achieve more. To continuously improve in all that we do. Individually, and as a group.



Job Description

Post: Head of Teaching, Learning & Assessment

Reports to: Director of Quality

Hours: 37 hours per week

Spine point: SP 41-46 (£52,549- £59,408)

Location: LSEC - Cross Campus

Main Purpose:

The Head of Teaching, Learning and Assessment (TLA) plays a pivotal role in driving excellence in TLA across the college by leading high-impact professional development, mentoring and targeted support for teaching and curriculum staff.

The role is responsible for implementing and embedding robust quality improvement strategies, informed by performance data, quality assurance processes and national standards, to enhance learner satisfaction, achievement, retention and attendance.

Working collaboratively with Directors, Curriculum Managers and the Director of Quality, the postholder ensures that quality cycles effectively inform continuous professional development and targeted interventions.

Through monitoring, evaluation and strategic coordination of improvement activities, the Head of TLA will support staff to develop outstanding teaching practices, ensuring a consistently high-quality student experience and driving sustained improvements in outcomes across all curriculum areas.

Duties and Responsibilities:

Lead and implement the college's strategy for teaching, learning and assessment (TLA), driving a culture of high expectations, innovation and continuous improvement in pedagogy underpinned by the LSEC TLA Philosophy SPARK.

Monitor, evaluate and improve the quality of TLA across all curriculum areas through effective quality assurance processes, including lesson observations, learning walks and performance reviews.

Oversee the developmental lesson visits/observation and learning walk process across the wider College, monitoring and reporting on the process as required and ensuring follow up action is swiftly taken where needed.

Maintain up-to-date knowledge of the education sector, relevant subject area and qualification frameworks, assessment procedures and external initiatives ensuring that these positively contribute to the development of the curriculum and study programmes.

Design, coordinate and deliver high-quality, evidence-informed continuous professional development (CPD), coaching and mentoring programmes to enhance teaching practice across the college and support continuous staff development, including early career teachers.

Use data, performance metrics and quality cycle outcomes to identify strengths (including the 3 Is) and areas for improvement, implement targeted interventions to raise standards in learner achievement, retention, attendance and progression.

Lead and manage the college's quality improvement cycle, ensuring timely compliance with quality calendar activities, and linking outcomes to targeted CPD, curriculum development and specific support for staff.

Work collaboratively with Directors, Curriculum Managers and quality assurance colleagues to analyse performance, support curriculum planning and drive improvements in TLA and learner outcomes.

Support curriculum teams to develop engaging, inclusive and adaptive teaching practices that meet diverse learner needs, including those with EHCPs/ALS, and embed English, maths and employability skills across programmes.

Oversee and guide curriculum areas, including HE & apprenticeship teams to be continuously prepared for internal and external reviews and audits including Target Setting Meetings, Internal Quality Reviews and inspection.

Working with the English and maths curriculum managers to ensure the effective delivery of embedded and discreet English and maths skills in vocational lessons for Functional Skills and GCSE.

Promote and implement innovative teaching strategies, including digital learning, ensuring curriculum delivery is current, relevant and aligned with sector and employer expectations.

Oversee and quality assure processes that capture and respond to learner voice, ensuring feedback is effectively used to inform improvements in teaching practice and the overall student experience.

Use relevant platforms and dashboards to extract data to produce clear, accurate and timely reports to inform decision-making at all levels, including senior leadership and governance, ensuring robust evidence supports quality improvement actions.

Support curriculum areas in preparing for external inspection, audit and review processes, ensuring compliance with regulatory requirements (e.g. Ofsted, awarding bodies) and maintaining high standards.

Undertake line management responsibilities as required including managing the Advanced Teaching and Learning Practitioners, providing support and oversight to ensure the effective deployment of targeted interventions to improve TLA across teams.

Act as the quality link for designated areas, offering targeted quality support and ensuring that all assigned provision meets required standards.

Promote and uphold safeguarding, equality, diversity and inclusion within all aspects of teaching and learning.

Any other duties connected with the post as are reasonably required from time to time.

Person Specification for Head of Teaching, Learning & Assessment

Qualifications

	Essential	Desirable
A degree or equivalent professional qualification	✓	
Teaching qualification (DTLLS, PGCE, Cert Ed)	✓	
Evidence of Continued Professional Development (CPD)	✓	

Knowledge and Experience

	Essential	Desirable
Proven experience of management in an educational setting, preferably with cross campus experience	✓	
Strong understanding of effective pedagogy and assessment practices	✓	
A background of successful teaching	✓	
Experience of curriculum planning and the deployment of staff and other resources	✓	
Experience of implementing quality improvement processes, leading to measurable improvements in student success in F.E Study Programmes and Apprenticeships	✓	
Experience of liaising with Awarding Organisations and ensuring high standard in assessment and verification	✓	
Experience of teaching observations and the development and monitoring of support plans	✓	

Skills and Competencies

	Essential	Desirable
Ability to use and analyse management information, data, and drive performance improvement	✓	
High level of applied literacy and numeracy	✓	
Excellent communication skills, both written and verbal	✓	
Good IT skills (MS Office, Internet)	✓	
Strong people management skills with the ability to lead and motivate a team through periods of change	✓	
Ability to successfully implement and deliver new curricula and initiatives	✓	
Strong organisational skills and the ability to plan, monitor and evaluate within tight deadlines	✓	
Demonstrated commitment to the College's vision, mission and values and models this through leadership behaviours	✓	
Resilience and the ability to cope with pressure and difficult situations	✓	
Well-organised and works autonomously with minimal close supervision	✓	
Proven ability to motivate others	✓	
Strong problem-solving capabilities	✓	
Effective communication and presentation skills	✓	
Willing to acquire new skills and undertake further training where necessary	✓	
A proven ability to develop creative and innovative solutions	✓	



How to Apply

To see all our roles and to apply now visit careers.lsec.ac.uk