

# Job Description and Person Specification

## TEACHING AND LEARNING LEAD

A Lambeth to be proud of



**Job Title: Teaching and Learning Lead**

**Department: Climate and Inclusive Growth Directorate**

**Grade: PO5**

**Reports to: Head of Quality**

**Responsible for: N/A**

## **Context**

The Lambeth Adult Learning Service is committed to providing inclusive, high-quality education, training, and skills development for adults in community venues across the borough. Our learners face multiple and often complex barriers to learning and taking part in the labour market and work hard and achieve well. Our service works with a range of commissioned partners, including specialist community organisations, to deliver opportunities that help Lambeth residents gain the skills and qualifications needed to improve their lives and gain meaningful employment.

Our vision is to offer flexible, innovative learning pathways that support individuals from diverse backgrounds, foster social inclusion, and reduce inequalities. We are proud of our work and its impact on the lives of learners and communities across Lambeth.

## **Job Purpose**

To work alongside the Lambeth Adult Learning Service (LAL) team and our network of learning providers to develop flexible teaching and learning which meets the existing and emerging needs of Lambeth residents and which enable learners to access learning and develop their opportunities to progress into employment.

To support tutors and managers to develop innovative approaches to teaching and learning that further enhance outstanding and inclusive teaching, learning and assessment.

To act as a connector between Lambeth Adult Learning and all Providers in developing strong interactive teaching and learning techniques and supporting the development of teaching practice to enhance the learners' learning experience.

## **Responsibilities**

### **Teaching and Learning**

1. To support tutors' development of pedagogy and good practice.

2. Take a lead role in the coaching and mentoring of tutors to maximise their potential as outstanding educators.
3. Identify and use research in the field to enhance tutors' existing teaching practices across the network.
4. Take a lead on classroom organisation, lesson planning and teaching methods for all learning partners/providers.
5. Take a lead in developing tutor practice by participating in team teaching with tutors across the network to help develop teaching practice and pedagogy.
6. To develop and model outstanding pedagogical practice to further tutors' continuous professional development.
7. Watch tutors delivering lessons and provide supportive, constructive, developmental feedback and suggestions to further improve their professional practice
8. Develop LAL's peer network by ensuring all tutors across all providers develop and improve their teaching practice by participating in activities such as developmental peer observations.
9. Take an active role within the network in the induction and coaching of new tutors.
10. Provide ongoing support and guidance to tutors in implementing new teaching strategies and technologies effectively.
11. Develop relationships and support tutors who are seeking guidance on classroom management, learner engagement, adaptive teaching strategies and other pedagogical techniques.
12. Lead teaching and learning across the network by working directly with tutors to be more innovative, experimental and creative in their practice.
13. Lead on the implementation of appropriate assessment strategies to monitor learner progress, inform instructional planning and help learners to make strong progress.
14. Provide support and guidance to tutors in developing individualised learning plans, effective group profiles and adaptations for learners with diverse learning needs.
15. Develop LAL's Culture of Learning with providers across the network and work with individual tutors to ensure consistency of implementation and development.
16. Work collaboratively with the Head of Quality and the Curriculum Innovation and Partnerships Lead in supporting staff CPD days and learner forums throughout the year.

17. Regularly report to the LAL service team and provider managers on the teaching and learning needs of the network and keep them informed of tutors' and learners' progress.

18. Keep accurate and up-to-date records and reports as required.

19. Be prepared to work flexibly to accommodate lessons taking place outside regular working hours including occasional evenings and weekends.

### **Generic Responsibilities**

Duties expected to be undertaken by all Council employees:

- To carry out the duties of the post in accordance with the General Data Protection Act, the Computer Misuse Act, the Health and Safety at Work Act, Safeguarding and Prevent and other relevant legislation, as well as Council policies, procedures, standing orders and financial regulations.
- To carry out the duties of the post with due regard to the Council's Equal Opportunities Policy.
- To take responsibility, appropriate to the post, for tackling racism and promoting good race, ethnic and community relationships.
- To actively promote and uphold the Council's code of conduct, values, priorities and service standards.

### **Dimensions**

Staff Management responsibilities

The Teaching and Learning Lead has no direct line management responsibilities.

The postholder may be required to support staff and consultants in respect of key projects appropriate to the level of the grade.

### **Budgetary responsibilities**

The Teaching and Learning Lead has no responsibility for managing budgets.

### **Other**

The postholder should be prepared to work outside of normal hours, including occasional evenings and weekends.

## PERSON SPECIFICATION

<p>It is essential that in you can meet the following requirements for the role and be able to give evidence or examples of your proven experience in each of the short-listing criteria marked Application (A).</p> <p>You should expect that all areas listed below will be assessed as part of the interview and assessment process should you be shortlisted.</p> <p>If you are applying under the Disability Confident scheme, you will need to give evidence or examples of your proven experience in the areas marked with "Ticks" (✓) on the person specification when you complete the application form.</p>			<b>Shortlisting Criteria</b>
<p><b><i>For link/career graded post, please mark knowledge, experience, and behaviours clearly for each grade.</i></b></p>			
<b>Key Knowledge</b>	K1	In-depth understanding of pedagogy particularly in relation to adult community learning	✓A
	K2	Up-to-date knowledge of learning approaches and teaching methodologies in a dynamic educational environment	✓A
	K3	Thorough understanding of the Ofsted Toolkit for FE & Skills and how its underpinning principles are used to drive improvements in teaching and learning	✓A
	K4	Strong understanding of the needs of learners who face multiple and often complex barriers to learning and taking part in the labour market	
<b>Relevant Experience</b>	E1	Proven experience of implementing and fostering innovative, engaging, flexible and responsive teaching and learning techniques which drive improvements in teaching and learning	✓A
	E2	Demonstrable, impactful experience of using selected coaching and mentoring strategies to develop, support and mentor tutors	✓A
	E3	Substantial experience of creating appropriate staff development and collaborative learning opportunities which inspire tutors from a variety of subject disciplines to improve their practice and share good practice with peers	✓A
	E4	Considerable experience of accurately evaluating teaching and learning, including use of learner feedback, to drive ongoing improvement	✓A
	E5	Experience of improving tutors' use of technology, AI and online platforms which enhances the learner experience	
<b>Qualification</b>		Formal teaching qualification (eg Cert Ed, PGCE, DTTLS, DET) plus  Degree or professional qualification at Level 4+ plus  Level 2 English, maths and IT (or equivalent)	✓A

## CORE VALUES AND BEHAVIOURS



- Listen to the views of others and ask for their opinions making sure that everyone in my team inputs into the things that matter.
- Ensure fairness and justice is at the heart of my decision making and support to my team and others.
- Take time to build trust, building the respect of our stakeholders and ensuring as a team we take accountability for doing what we agree to do.
- Develop others and ensure we work as one team for Lambeth, encouraging everyone to play their part.
- Take positive action to ensure everyone in my team has opportunities to learn and grow at work.
- Encourage everyone to be themselves at work and value who they are.
- I am inclusive and actively celebrate diversity, recognising everyone in my team as individuals.

- Treat each member of my team with respect and dignity just as I would want for myself.
- Encourage each member of my team to do their very best work and am available to them to provide support and guidance.
- Personalise my support to each team members and look out for them, lending a hand wherever I can
- Encourage everyone to try and learn from mistakes and use integrity to take action with my team to put things right together
- Work with empathy seeking to understand each and every member of team, their unique perspective and circumstances and ensure everyone is heard
- Take the time to communicate, being honest, open and genuine and taking the time to get to know team members as individuals.
- Show compassion and patience recognising that everyone in the team has unique experience and celebrating the great work they do for Lambeth.
- Look after the health and wellbeing of my team members and encourage open and regular discussions about the issues that impact on them, working together to find solutions.



- I encourage and support my team to do the right thing even when it's tough and we communicate our decisions in a timely way.
- I ensure my team and employees take individual and collective accountability for performance and delivery, making sure that they have clear plans and performance objectives.
- I ensure my team plan ahead, getting the basics right and take swift action when problems arise.
- I encourage my team to be risk aware and ensuring that our decisions and actions are informed and understood and communicated to others.
- I provide regular, timely and constructive feedback to my team members on their performance and behaviours and act quickly when performance is not on track.
- I share my learning, knowledge and skills with others through coaching and mentoring and encourage others to do the same.
- I ensure that my team and I put residents, communities, customers and their needs at the centre of everything we do.
- I encourage my team to learn and grow and ask questions to find the information they need to do their jobs.

# Accountability behaviours



One Lambeth  
CONNECTED BY PURPOSE

# Ambition behaviours



One Lambeth  
CONNECTED BY PURPOSE

- Am proud of our borough and my team and encourage everyone in the team to aim for the highest possible standards of excellence in everything we do.
- Encourage my team to be flexible and try new things when it's appropriate to do so and tell me what could be improved.
- Promote a one team for Lambeth approach reaching out to our stakeholders to face our challenges together.
- Encourage and support my team to be courageous for our residents and communities and stop at nothing to ensure they have the best possible outcomes.
- I make time for the team to Innovate and look for creative ways to do things better, being curious about possibilities.
- Positively challenge and encourage the team to collaborate and look for solutions together across service and team boundaries.
- Make time for my team to grow and develop taking advantage of opportunities to learn from each other and others. We plan our learning and career growth.