

JOB DESCRIPTION

Job Title:	Head of Enhanced Learning and Digital Transformation
Grade:	Management Scale Point M11
Hours:	37 hours per week
Location:	Framwellgate Moor Campus
Department:	Quality & Enhanced Learning
Accountable to:	Vice Principal

Job Purpose

The purpose of this role is to lead the development of the College strategies for Enhanced Learning and Digital Transformation within the curriculum. The post holder will develop and maintain partnerships with internal and external stakeholders and promote and support innovation and excellence across the College that enhances learning throughout the curriculum.

Key Result Areas

1. Lead the development and implementation of the College Enhanced learning strategy.
2. Lead the development and implementation of the College Technology Enhanced Learning (TEL) strategy, focusing on digital developments including innovation in digital learning.
3. Maintain high standards and quality by:
 - Leading the College approach to Teaching, Learning and Assessment

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- Ensuring all Curriculum Managers and Heads of School are trained to make robust judgements on the quality of teaching, learning and assessment.
 - Monitor and implement the resultant college level action plan to facilitate continuous improvement in teaching, learning and assessment.
 - Lead and manage the completion of Self-Assessment Reports- Part 2.
4. Work collaboratively with the Vice Principal and Deputy Principal to prepare the College for and execute successful reviews with external bodies, e.g. Ofsted.
 5. Ensure all teachers and support staff have access to a comprehensive cross college staff development programme that enhances learning across the curriculum.
 6. Provide a comprehensive and innovative induction programme for all new teaching and support staff across the College.
 7. Ensure the College provides a highly effective virtual learning environment to students.
 8. Lead on cross college projects relevant to enhanced learning and digital transformation.
 9. Ensure staff within the Enhancing Learning team fulfil they contractual commitments and are fully utilised.
 10. Represent the College externally including delivering at conferences to build the reputation of the College.
 11. Work with the Heads of maths and English to ensure the college approach to maths and English secures retention, achievement and attainment targets.
 12. Manage budgets effectively as agreed.
 13. Participate in CPD to keep abreast of new initiatives to improve learning and advise staff and Senior Management on developments in relation to Learning and Digital innovation.

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14. Ensure the effective monitoring of Improving Learning and TEL activities using quantifiable mechanisms to measure impact on learning and outcomes;
15. Produce regular reports to the Corporation Board to ensure the monitoring of information against strategic objectives;
16. Deputise for the Vice Principal when required.
17. Undertake any other duties commensurate with the grade and status of the post.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a

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commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively, if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

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Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the "assessed by" stages stated.

PERSON SPECIFICATION

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Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, <u>or</u> willing to work towards**	1	✓	
A graduate level or appropriate professional qualification in a relevant discipline	1	✓	
Recognised teaching qualification (e.g. CertEd or equivalent)	1	✓	
ILM Lean Management qualification Level 4 <u>or</u> equivalent relevant professional qualification	1		✓
Experience of leading TEL/TLA strategies and projects in the FE/HE on sectors	1	✓	
Established and current track record of leading on TEL/TLA specific projects to completion and implementation, within budget and on time	1, 2, 3	✓	
Understanding of pedagogy and andragogy in the context of TEL	2, 3	✓	
Established and current track record of researching and driving innovation and excellence in TEL/TLA techniques, tools and resources	1, 2	✓	
Detailed understanding of TEL/TLA issues and a proven capacity to identify and implement TEL/TLA solutions	1, 2, 3	✓	
Experience of effectively introducing, implementing and evaluating blended learning approaches which draws in TEL/TLA strategies	1, 2, 3	✓	

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Experience of improving individual and/or small group performance using peer coaching techniques	2, 3	✓	
Experience of leading relevant CPD sessions for peers	1, 2	✓	
Skills	Assessed by	Essential	Desirable*
Effective Interpersonal and Communication Skills, including relevant experience of explaining technical issues to non-technical audiences and to engage others in TEL	1, 2, 3	✓	
Capable of undertaking responsibility, handling routine problems and working independently	1, 2, 3	✓	
Strong project management skills with the ability to plan and lead projects, manage multiple tasks and prioritise accordingly	1, 2, 3	✓	
Professional attitude and integrity	2, 3	✓	
Tenacity, flexibility and the ability to work under pressure to deliver expected outcomes	1, 3	✓	
Demonstrate client-focussed attitude with good people skills and an ability to negotiate effectively	2, 3	✓	
Able to demonstrate confidence and competence in the application of IT to enhance learning	2, 3	✓	
Commitment to continuing professional development.	1, 2	✓	
Suitable to work with young people and vulnerable adults	1	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage

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ESSENTIAL KEY COMPETENCIES FOR THE ROLE AND PERFORMANCE MEASURES

At New College Durham we are keen to ensure that we have a common set of managerial competencies to support the attainment of the College's mission vision and values.

The College will provide staff with appropriate training and development to refine and enhance existing competencies, but all managerial staff must consistently demonstrate these competencies in all their activities

Competency - Quality & Organisational Drivers

Continuous Quality Improvement

Maintains excellent performance and drives continuous improvement by:

- Accurately self-assessing performance to identify key strengths and areas for further improvement;
- Developing and monitoring impact-focused improvement activities and plans;
- Being results-focused and closely monitoring performance to inform improvement opportunities;
- Demonstrating responsibility for performance against agreed targets;
- Acting with trust and integrity to deliver high standards and performance.

Acts as an Agent for Change

Takes a positive approach to implementing changes by:

- Communicating effectively to make change happen;
- Demonstrating a positive attitude to change;
- Explaining and presenting change in a positive way to others;
- Consulting with those affected by the changes and responding positively and constructively to suggestions and concerns;
- Recognising and rewarding positive contributions.

Competency - Managing People & Performance

Delivering Results

Knows what is required in their day-to-day work and takes responsibility for working to a high standard by:

- Agreeing role requirements with those they report to and work with;
- Planning and managing day-to-day workloads to meet agreed targets and deadlines;
- Setting clear objectives that are in line with the business needs;
- Ensuring compliance with the College's policies and procedures.

Deploying People and Resources Effectively

Makes best use of own time and other resources by:

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- Monitoring how their time is used and proposing more efficient ways of working;
- Developing teams, individuals and self to enhance performance;
- Making best use of people's skills to deliver business objectives;
- Taking action to increase efficiency.

Competency - Managing Finance

Financial Planning

Understands the strategic financial operations of the College and contributes to its success by:

- Recognising the main funding streams of the organisation and the basis of funding for each (e.g. YPLA/ SFA / HEFCE);
- Recognising the College's strategic financial objectives as reported in the College's strategic plan;
- Understanding and reacting positively to the changing priorities of the funding bodies (e.g. Apprenticeships, NEETs);
- Understanding and reacting positively to changes in legislation (e.g. Pensions, VAT, CSR).

Financial Management

Works within budget limits to deliver best value for money by:

- Considering budget limits when allocating resources;
- Advising on cost implications of plans and activities;
- Monitoring income and expenditure and demonstrating where savings can be made;
- Ensuring compliance with the Financial Regulations and Procedures.

Competency - Leadership

Providing Direction

Provides direction by:

- Developing and delivering the strategy of the team/department/School/College;
- Maintaining an awareness of the wider context and responds;
- Promoting excellence in areas of teaching and/or the provision of support services;
- Promoting the activities of the School/Department both internally and externally as appropriate;
- Leading by good example.

Competency - Building Capability

Developing Knowledge and Skills

Creates an environment that supports the development of the skills and expertise needed to meet current and future business needs by:

- Understanding knowledge and capability requirements in relation to current and future business needs;

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- Facilitating the training and development of an appropriate skills base within the team
- Encouraging personal development and helps others to learn

Working Collaboratively

Instigates collaborative working within and beyond NCD, and creates an inclusive and supportive culture by:

- Creating opportunities for collaborative working
- Promoting the benefits of, and lessons learnt from effective collaborative working
- Promoting the benefits of a diverse workforce

Competency - Planning & Organising

Effective Planning

Plans, prioritises and organises effectively to provide excellent services for the College by:

- Creating clear, realistic plans and deadlines;
- Incorporates learning from previous actions into planning

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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