



## Job Description

<b>Post:</b>	Head of Learning and Teaching	<b>Grade:</b>	M
<b>Department:</b>	Learning, Teaching and Research		
<b>Team:</b>	Learning and Teaching		
<b>Responsible to:</b>	Vice Principal- Education and Research		
<b>Responsible for:</b>	X3 Programme Leaders Placement Manager Principal Lecturer Learning Technologist		
<b>Contact hours:</b>	Up to 4 hours per week as required by the demands of the curriculum.		

### Main purpose:

- Support the Principal with strategic initiatives as a member of the Senior Leadership Team.
- Lead, co-ordinate, develop, enhance and teach on the programmes of study as determined by the Vice Principal, -Education and Research and the Principal, facilitating change and innovation and ensuring delivery against agreed targets.
- Oversee the degree, Norland Diploma and MA programmes working with the Programme Leaders and management team, including the placement team.
- Provide line management and oversight to Programme Leaders and the wider management team, ensuring responsibilities are carried out effectively, including close operational supervision where required.
- Lead the induction and training of new academic staff to ensure full adherence to organisational protocols and standards.
- Provide academic leadership that promotes a culture of excellence and enhancement
- Lead and inspire staff and students of Norland.
- Develop and direct the curriculum and associated teaching and learning, including placements and employer engagement.
- Lead in student and academic services, including academic programmes learning observation processes and the student placement operations to ensure outstanding teaching and learning.
- Uphold and help to implement the Norland mission, vision and strategy.
- Always provide high quality customer service when dealing with email, telephone and face to face enquiries from staff, students, and external parties.
- Be a Brand Ambassador of Norland at all times.

### Specific duties:

#### Strategic / SLT

- Support the Principal in developing the Strategic Plan and ensuring Norland's policies and procedures are fully implemented.
- Contribute to the strategic development of Norland and proactively engage by producing and delivering the strategic and enhancement plan for the Learning and Teaching strand department, ensuring it reflects Norland's standards of excellence.
- Provide positive leadership by creating a dynamic, supportive and innovative environment that encourages commitment to Norland and the achievement of high standards of performance.

- Develop key performance indicators, self-assessment reports and quality assessment processes that enable the effectiveness of business development activities and functions to be monitored.
- Generate progress reports and updates on the department when necessary.
- Write relevant papers for the Board of Directors, attending meetings as requested.
- Attend and contribute to the Senior Leadership Team meetings.
- Manage the budget for the Learning and Teaching department ensuring targets are met and resources managed effectively.
- Develop and maintain suitable policies and procedures, where necessary, to ensure compliance with relevant statutory bodies and legal frameworks (including Norland's) where relevant.
- Build effective positive relationships with other senior managers across Norland to increase knowledge and cooperation, in the pursuit of agreed student recruitment and admissions objectives and priorities.
- Motivate, lead and inspire a team to achieve the delivery of high quality and effective student experience within a service orientated ethos.
- Attend and contribute to the relevant Board Committees.

### **Programmes enhancement**

- Take responsibility and initiative for the smooth running of the programmes and the management for all curriculum delivery.
- Hold direct responsibility and fully manage all operational staff associated with learning and, teaching.
- Lead:
  - Curriculum, teaching and learning and business delivery.
  - The development and implementation of all aspects of curriculum planning and modelling including oversight of all aspects of business delivery.
  - Ensure the timely preparation of performance information.
  - Produce and deliver the annual monitoring report for the programmes, in conjunction with the Programme Leaders which reflects on feedback from external and internal sources, successes and challenges and develops an action plan for continuous improvement.
- Maintain up to date knowledge of developments within remit and best practice and provide professional advice to the organisation based on that knowledge.
- Take deliberate steps to identify, implement and evaluate strategies for the enhancement of learning opportunities.
- Lead and manage the monitoring and review processes in line with the policies of the awarding organisation and Norland, ensuring that they are rigorous and evaluative.
- Ensure that the programmes reflect cutting edge research, policy, practice and employer expectations in order to fully prepare students for the highest quality of work with young children and their families.
- Be responsible for the retention and achievement of students on the programmes.
- Work with the Vice Principal - Education and Research, to ensure governance structures for the programme are maintained to safeguard academic standards and the quality of learning opportunities.
- Effectively lead the student experience, consulting with them to ensure quality and responding to feedback from the National Student Survey and other feedback mechanisms.
- Liaise with the External Examiner, and other external stakeholders, responding positively to suggestions.

- Work with the Head of Student and Academic Services and the Student Records and Data Manager to ensure the smooth running of the Exam Boards, making contributions where relevant.
- Report to the Academic Board as appropriate and chair relevant Norland committees and working groups.
- Chair the Programmes Committee.
- Chair regular Programme Leader and Education Team meetings and support Programme Leaders to deliver comprehensive updates on their areas of responsibility. Ensure that all lecturing, placement, NQN, student support, and quality team colleagues remain fully informed about matters relating to the student experience, new initiatives, forthcoming events, regulatory expectations, and operational priorities. Foster open communication and alignment across teams to maintain a cohesive, responsive, and student-centred approach to programme delivery.
- Make use of student data in order to improve the programme, reviewing the progress of learners and adapting the learning experience to facilitate achievement.
- Reflect on current practice to ensure lecturers employ appropriate teaching and learning strategies, communicating and sharing best practice.
- Ensure that lecturers make an effective contribution to Norland's quality assurance processes, including the recording and monitoring of students' performance.
- Assist with the recruitment and selection of students onto relevant programmes.
- Participate in the recruitment of lecturers and other departmental staff.
- Develop and maintain external networks by, for example, external examining, participation in external validation/approval/review panels, attending external network events, etc.
- Teach specialism as appropriate.
- Actively contribute to the research profile of Norland, including publications and conference attendance.
- Manage the preparation of budgets and exercise budgetary control for areas of responsibility, working within agreed budget limits.
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- Represent Norland in external academic and early years networks. Have the academic freedom (within the law) to question and test received wisdom, and to put forward new ideas and controversial or unpopular opinions, without risk of retaliation or censorship from other colleagues or Norland as a whole.
- Participate and contribute where appropriate to Consultancy activities such as CPD training and guest lectures.
- Be willing to undertake Fire Warden and First Aid training and be a key holder to assist in opening and closing the building as and when required.
- Work with internal departments to ensure operational procedures are fully complied with.
- Take ownership of continued personal development (CPD) within your role and identify personal training needs.
- Make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and promote organisational effectiveness.
- Conduct all financial matters associated with the role in accordance with Norland's policies and procedures, as laid out in the Financial Regulations.
- To undertake any other duties, as required from time to time.
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**General:**

In addition to the above, the post holder will undertake assigned duties and responsibilities effectively and efficiently, ensuring that all actions are discharged within the regulatory and legislative requirements to which Norland is subject. All staff are required to:

- Have full regard for Norland's equality and diversity, health and safety and safeguarding requirements.
- Achieve individual and team targets assigned through Norland's annual planning and staff appraisal processes including taking ownership of personal development (CPD) within your role and identify personal training needs.
- Operate within approved income and expenditure budgets.
- Participate in the Norland-wide recycling programme and to engage with new strategies aimed at sustainability.
- Be subject to Norland's approved strategies, policies and procedures and undertake all duties in line with these.
- Be aware that any breach of confidentiality in relation to sensitive information, Norland staff, student or child is considered a dismissible offence.

This job description may be subject to revision, depending on the future needs of the post and the organisation. Any changes will be discussed with the post holder prior to implementation.