



Person Specification – Head of Learning and Teaching

	Essential (E)/ Desirable (D)	How assessed Application (A) Interview (I)
Education, professional training, and qualifications		
Hold a Masters Degree or equivalent.	E	A
Hold appropriate teaching and professional qualifications and/or experience.	E	A
Willingness to engage in further training relevant to the role.	E	I
Experience and specialist knowledge		
Substantial experience in senior-level management within higher education.	E	A/I
Experience and knowledge of strategic planning and evaluation	E	I
Proven experience at senior level in managing staff performance to achieve operational targets.	E	I
Extensive experience in leading an academic function with deep knowledge in a specialist field.	E	I
Experience supporting neurodivergent students.	E	I
Experience designing, leading and evaluating degrees at undergraduate level.	E	I
Experience leading post graduate modules.	E	I
Extensive experience having difficult conversations with successful outcomes.	E	I
Early Years specialist.	E	A
Experience of writing or collaborating with others to write Board reports and strategic papers.	E	I
Proven success in meeting key performance indicators and delivering excellence in a specialist field.	E	I
Experience of using student data to enhance their experience and improve continuation and achievement.	E	A/I
Knowledge and experience of innovative learning and teaching techniques.	E	I
Track record of relevant research and publication.	E	A
Experience of writing for publications, professional and / or academic.	E	I
Track record of monitoring, reviewing and enhancing programmes of study.	E	I
Strong knowledge of the UK Quality Code.	E	A
Experience of working with a VLE.	E	A
Experience of, and the ability to, lead and coordinate a programme area and inspire students to achieve.	E	I
Experience of, and the ability to, manage change positively and successfully.	E	I
Good understanding of relevant QAA review methods.	D	A
Experience designing, leading and evaluating degrees at postgraduate level.	D	A/I



Experience working within the Early Years sector.	D	A/I
Skills and abilities		
Ability to: <ul style="list-style-type: none"> • write reports / proposals • be a critical thinker • analyse • be a creative thinker • problem solve • make decisions 	E	A/I
Experience of operating at a strategic level.	E	I
Ability to lead teams and effectively delegate tasks.	E	I
Ability to use effective communication that promotes team building, transparency, and a positive work environment.	E	I
Demonstrable experience of leading and working positively and effectively with teams.	E	I
Excellent written and oral communication skills.	E	I
Computer confident with good IT skills using Microsoft Office.	E	I
High level of attention to detail.	E	I
Excellent interpersonal skills, able to build rapport when meeting new people.	E	I
Highly effective organisational and time management skills.	E	I
Proactive team player.	E	I
Ability to work collaboratively across boundaries in partnership with colleagues.	E	I
Ability to work in and adapt to a fast-paced environment.	E	I
Ability to problem solve and develop solutions.	E	I
Personal qualities		
Demonstrate empathy and active listening, within a framework of supporting students to improve behaviour and performance.	E	I
Ability to set boundaries and expectations for students, whilst supporting those who are distressed.	E	I
Confident to work at all levels of the organisation.	E	I
Outstanding leadership qualities with a proactive and flexible approach to work.	E	I
Ability to manage change positively.	E	I
Discreet and can maintain confidentiality.	E	I
Can act on own initiative within specified boundaries.	E	I
Proactive in pursuit of work to its completion.	E	I
Flexible in approach to work.	E	I
Cares and demonstrates a commitment to the success of learners within a safe and positive learning environment.	E	I
Demonstrates a commitment to supporting a customer focussed and student-centred learning experience.	E	I
Possess well-developed interpersonal skills and can communicate effectively and appropriately with people from a wide range of backgrounds with a caring and professional manner.	E	I



Demonstrable commitment to equality of opportunity and the ability to challenge behaviours which do not positively advance the diversity agenda.	E	I
Demonstrable experience of representing the values of an organisation in daily life.	E	I
Demonstrable experience of upholding the values of Norland and the Norland Code of Professional Responsibilities.	E	I
Demonstrates a positive attitude, professionalism, passion and energy.	E	I
Demonstrates willingness to immerse into the life and culture of Norland.	E	I
Motivated and committed to continuous improvement for self and colleagues.	E	I
Willingness to become part of the Norland community by engaging and participating in Norland-wide activities and being a positive role model to others.	E	I
Unusual post requirements		
Flexibility to travel across the UK.	E	A
Occasional Saturday working to cover Norland open days and other events.	E	I