

JOIN TEAM NCD

FIND YOUR NEW  **New
College
Durham**

OUR STATEMENT OF PURPOSE

OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':

Accountability: We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

Safeguarding: We maintain a safe and inclusive environment in which students can learn, achieve and progress.

Partnerships: We work in partnership with those who share our vision and values.

Inclusion: We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

Respect: We treat everyone with respect, fostering trust, openness and honesty.

Excellence: We achieve and maintain high standards in everything that we do.

JOB DESCRIPTION

Job Title	Enhanced Learning Manager
Grade	Management Spine MS02-04
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	School of Quality & Enhanced Learning
Accountable to	Assistant Principal Quality and Enhanced Learning

JOB PURPOSE

The purpose of the role is to manage institution wide strategies and processes for the enhancement of quality, teaching, learning and assessment. The post holder will be integral to developing the College's quality, teaching, learning and assessment culture and in managing the College wide networks to share good practice and encourage high aspirations and achievements for all staff.

KEY RESULT AREAS

1. Support the Assistant Principal Quality and Enhanced Learning in implementing the College quality, teaching, learning and assessment policy to ensure continuous improvement and a positive and dynamic learning culture permeates the organisation.
2. Support the Assistant Principal Quality and Enhanced Learning to maintain high standards and quality by:
 - a. Monitor & implement the College approach to Quality, Teaching, Learning and Assessment.
 - b. Support all Curriculum Managers and Heads of School to make robust judgements on the quality of teaching, learning and assessment.
 - c. Implement the resultant college level action plan to facilitate continuous improvement in quality, teaching, learning and assessment.
 - d. Support the completion of Self-Assessment Reports relating to quality, teaching, learning and assessment.
3. Support the Assistant Principal Quality and Enhanced Learning to prepare Heads of School, Curriculum Managers, and their teams for and execute successful reviews with external bodies, e.g. Ofsted, OfS etc.
4. Co-ordinate, monitor and deliver the implementation of a comprehensive cross college staff development programme to all teachers and support staff that enhances learning across the curriculum. Leading the implementation and delivery of the College Quality, Teaching, Learning and Assessment CPD and Teacher Development programmes.
5. Provide a comprehensive and innovative induction programme for all new teaching and support staff across the College.

6. Contribute to appropriate quality systems, processes and procedures that ensure that the College curriculum meets the needs of students and the agreed requirements of other key stakeholders.
7. Support the Assistant Principal Quality and Enhanced Learning in implementing the College approach to self-assessment and improvement planning across Curriculum provision, reflecting the requirements of external quality / inspection frameworks.
8. To provide effective leadership and management for the Quality, Teaching & Learning Innovation Leaders and other allocated staff.
9. To be an expert in outstanding teaching, learning and assessment including a detailed understanding of the aspects of teaching, learning and assessment that result in outstanding outcomes for students.
10. Produce regular reports to ensure the monitoring of information against strategic objectives to measure impact.
11. Deputise for the Assistant principal Quality and Enhanced Learning when required.
12. Participate in continuous professional development relevant to development towards key aspects of the role.
13. Research and develop a pedagogy or theme and lead cross-provider implementation to achieve outstanding teaching, learning and assessment.
14. Engage in external events and promote collaboration, engagement and leading of events, promoting New College Durham as a leader in Teaching and Learning Innovation.
15. Establish and maintain cross college mechanisms to share best practice in quality, teaching, learning and assessment.
16. Undertake and monitor measures to assess and improve the quality of teaching, learning and assessment practice.
17. Undertake coaching/mentoring activities in a range of settings, encouraging staff to reflect on and evaluate their practice, leading to improvement in quality and enhanced learning outcomes.
18. Ensure the effective monitoring of coaching and mentoring activities using quantifiable mechanisms to measure impact on the quality of enhanced learning outcomes.
19. Support staff in preparation for and development following activity to judge the quality of teaching, learning and assessment, including contributing to the management and monitoring of development plans.
20. To keep abreast of new initiatives, research and effectively communicate innovative practice, and advise on developments in relation to quality, teaching learning and assessment.
21. To co-ordinate systems for collection and analysis of impact of contribution to key results areas.
22. Support the integration of innovative digital approaches to improve curriculum or corporate functions, ensuring services are enhanced and are efficient.
23. Any other duties commensurate with the grade and status of the post.

GENERAL RESPONSIBILITIES

1. To promote the ASPIRE 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.
6. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
7. Maintain awareness of emerging digital and AI developments and apply these appropriately to enhance professional practice relevant to role

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. This may include the adoption of new working practices, digital systems, and technology-enhanced or AI-supported approaches. 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.

BELONGING AND INCLUSION

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 commitment and ensuring a positive and collaborative approach to Belonging and Inclusion. This will require staff to support the College's initiatives on Belonging and Inclusion 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 Belonging and Inclusion please contact a member of the HR team on 0191 375 4024. Alternatively if you wish for any support or assistance with regards to Belonging and Inclusion 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.

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

Job Title: Enhanced Learning Manager

Knowledge & Experience	Assessed by	Essential	Desirable*
Recognised Teaching Qualification (Minimum Cert Ed/PGCE)	1	✓	
Significant experience of delivering high quality teaching, learning and assessment	1, 2	✓	
Comprehensive experience of teaching, learning and assessment in Further Education	1	✓	
Comprehensive experience of teaching, learning and assessment in Higher Education	1		✓
English and Maths at Level 2 (GCSE/O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
Assessor qualification (A1, or D32 and 33)	1		✓
IQA qualification (V1)	1		✓
Recognised coaching and/or mentoring qualification	1		✓
Experience of delivering coaching that has led to significant improvements in individual staff to secure consistently good teaching, learning and assessment	1, 2	✓	
Knowledge of the different approaches in quality, teaching, learning and assessment between apprenticeships, education and training and higher education provision and how these impact upon quality improvement processes	1, 2	✓	
Knowledge of the Education Inspection Framework and the Self-Assessment/Evaluation Processes	1, 2	✓	

Experience of managing a team in a college of further education or other large public or private sector organisation	1, 2		✓
Experience of building strong relationships with internal colleagues and external partners	1, 2	✓	
Strong grade profile in lesson observations and/or other key indicators of effective teaching, learning and assessment.	1	✓	
Demonstrate a commitment to driving improvements in quality of teaching, learning and assessment.	1, 2	✓	
Proven capacity to research and try out new ideas to develop own practice and teaching and learning innovation.	1, 2, 3	✓	
Proven capacity to work innovatively and independently.	2, 3	✓	
Experience of leading relevant CPD sessions for peers.	1, 2	✓	
Experience of having managed quality assurances processes.	1, 2		✓
Experience of carrying out observations and learning walks and using the feedback of these to inform the development of Assessors and Teachers.	1, 2	✓	

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PERSON SPECIFICATION

Job Title: Enhanced Learning Manager

Skills	Assessed by	Essential	Desirable*
Confidence in using digital tools to support in the role	1, 2, 4	✓	
Proven ability to deliver exceptional teaching, learning and assessment.	2	✓	
Commitment to developing own coaching and mentoring skills.	2, 3	✓	
Excellent written communication skills.	1, 3, 4	✓	
Excellent interpersonal and communication skills including the ability to actively listen to, engage with and encourage peers.	2, 3	✓	
Sound planning and organisational skills.	2, 3	✓	
First class oral presentation skills.	2, 3	✓	
Tenacity, flexibility, and the ability to work under pressure to deliver expected outcomes.	2, 3	✓	
Personal and professional integrity.	2, 3	✓	
Suitable to work with young people and vulnerable adults.	3	✓	
Must hold current driving licence and have use of car for work purposes.	1	✓	

Ability to lead teams and prioritise the work of others.	1, 2, 3		✓
Ability to be assertive when dealing with middle managers and teachers / apprenticeship skills coordinators.	2, 3	✓	

*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.

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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