



CITYLIT

Head of Teaching and Learning



CANDIDATE INFORMATION PACK

April 2025

www.fea.co.uk/job/cl-htl/



Welcome



Dear colleague,

Head of Teaching and Learning

I want to thank you for your interest in the role of Head of Teaching and Learning.

At City Lit, we pride ourselves on creating opportunities for people to come together to enrich their lives through learning and our students are at the heart of everything we do. Ofsted inspectors rated City Lit as an 'Outstanding' provider following inspection in May 2023. This is a great achievement which we are proud of as a college.

We are England's leading adult education provider. Established in 1919 to improve post-war literacy, today City Lit offers close to 5,000 courses, including 2,000 online courses, to over 25,000 students a year.

We deliver more than just knowledge and skills - we also 'bring people together to enrich lives through learning': working to build communities and enhance physical and mental wellbeing as well as giving an outstanding educational experience, and we are passionate about this work. As a centre of excellence for adult speech therapy, deaf and hard-of-hearing students, and for adults with learning disabilities, we have a clear focus on opening up accessibility to adult education provision.

We offer an array of courses across a wide range of subject areas through online and classroom-based adult courses, from part-time short courses and one-off workshops to year-long programmes. On-site courses are delivered at our world class locations in London's buzzing Covent Garden. Our flagship building in Keeley Street hosts a range of purpose-built facilities including our Digital and Design Lab and Lunch Room which learners from our other sites can share and benefit from the facilities there.

Our courses are taught by expert tutors, many of whom are industry professionals looking to pass on their knowledge and wisdom to our diverse learning community, and they share our values of being **ambitious**, **imaginative** and **open hearted** in mindset.

We are looking for an experienced leader to drive ongoing development and enhancement in the quality of teaching and learning at City Lit. This role focuses on fostering a learning-driven culture among tutors and curriculum managers, while also spearheading innovation and research to enhance teaching practices.

The ideal candidate will bring significant experience in advancing teaching and learning, with a proven ability to improve the quality of educational delivery and student outcomes - preferably in an adult learning context.

If you believe you possess the abilities and skills to succeed in this role, and you have the energy and pace to make a significant impact on the long-term success of the college, you will fit in well here.

We have appointed FE Associates to support us with this important appointment. Interested parties are advised to arrange an initial conversation with our recruitment partner, by emailing Asma.Ahmad@fea.co.uk to discuss the role before applying.

With best wishes,

Dragana Ramsden
Head of Quality and Tutor Development



Job Description

Job title: Head of Teaching and Learning

Reports to: Head of Quality and Tutor Development

Salary: £40-44k (£50-£55k FTE). 0.8 contract.

Summary of the Post

The postholder will provide leadership and direction for the quality and ongoing development of teaching and learning (TL) across City Lit. This includes fostering a culture of learning among tutors and curriculum managers, and promoting innovation and research to enhance teaching practice.

Responsibilities include leading City Lit's class visiting process (referred to as lesson observations in similar organisations), and training and supporting class visitors ('observers') to ensure that the process results in meaningful continuous professional learning for tutors. The postholder's portfolio will also include the oversight of accredited teacher training, such as Level 3 Award in Education and Training.

The postholder will manage cross-college moderation of the Recognising and Recording Progress and Achievement (RARPA) for students on non-accredited programmes. They will lead or contribute to routine quality support meetings for curriculum managers and coordinators. The postholder will also be responsible for producing resources to share good teaching and learning practice, or research, across the college.





Key Areas of Responsibility

Leading on the development of teaching and learning across City Lit

- Oversee quality in teaching and learning across the college and support Heads of Programmes to develop subject-specific pedagogy most suited for students' needs and motivations, whilst taking account of tutors' professional learning needs.
- Support Heads of Programmes in fostering tutors' communities of practice, promoting innovation, joint practice development and action research within their teams to enhance teaching and learning and student experience.
- Communicate current issues and report on initiatives related to teaching and learning to the Quality Committee and to the Governing Body.
- Support the strengthening of Equity, Diversity and Inclusion (EDI) in teaching and learning practice and contribute to cross-college EDI initiatives.
- Lead the production of City Lit's teaching and learning newsletters and updates. Share effective teaching practice to promote and disseminate good practice among tutors.
- Create resources and materials to provide advice, guidance and tips for tutors on relevant pedagogical issues.

Leading the class visiting process to ensure high-quality student learning and meaningful continuous professional learning (CPL) opportunities for tutors

- Lead the college's class visiting (lesson observation) process to ensure that it continually and meaningfully enhances teaching and learning, supports tutors' professional learning and helps City Lit recognise and celebrate its strengths while addressing areas for development.
- Support innovation and experimentation in teaching and learning by piloting and implementing innovative class visiting models to strengthen tutors' agency in their professional learning (e.g. unseen observations, peer observations etc.).
- Lead the moderation of class visits, including the induction, training and support of class visitors. Develop contextualised coaching support to enhance the depth and quality of reflection around teaching and learning.
- Arrange regular and relevant refresher training for class visitors, providing diverse opportunities for peer learning and ongoing development of coaching skills.

Managing the College's teacher education programme and contributing to the planning of tutors' continuous professional learning opportunities

- Manage the teacher education programme, including the Award in Education and Training (L3) and non-accredited Train the Trainer courses, ensuring high-quality teaching and learning, successful student recruitment, and excellent student achievement.
- Ensure compliance with awarding body requirements and standards, including organising internal quality assurance and managing external quality assurance.
- Review, plan, and develop the teacher education programme to respond to student demand or funding opportunities.
- Maintain the online Tutor Toolkit for tutors new to teaching
- Contribute to the planning of City Lit's tutor continuous professional learning (CPL) programme, utilising internal or external expertise to address identified teaching and learning needs, share good practice and promote classroom innovation.

Ensuring the effectiveness of the system for recognising and recording progress and achievement (RARPA) on non-accredited courses, providing confidence that students' achievements are robustly evidenced

- Oversee departmental moderation of evidence of students' progress and achievement on non-accredited courses, ensuring recommendations lead to improvements in teaching and learning.
- Lead the cross-college RARPA moderation process, ensuring it supports the college's funding obligations and provides confidence that students' achievements are evidenced consistently across different curriculum areas.



Person Specification

Skills/Experience Required

- Significant experience of developing teaching and learning with demonstrable impact on quality of the provision and student outcomes, preferably in an adult learning context.
- Experience of working effectively with a wide range of colleagues to support class observation process using coaching approaches for professional learning.
- Knowledge of latest educational research and experience of applying research findings to practice.
- Experience of successful curriculum development and managing teaching staff.
- Experience in budget and resource management.
- Strong leadership and management skills.
- Excellent communication and interpersonal skills.

Knowledge/Qualifications/Attributes Required

- In-depth understanding of adult educational theories and practices and current trends and research in education.
- Good understanding and application of quality assurance processes and standards for non-accredited provision and of regulatory and accreditation requirements.
- Understanding of diverse student needs and inclusive education practices.
- Understanding of Ofsted framework, processes and systems used in Inspections.
- Level 5 or above teaching qualification (e.g. Certificate in Education, Post Graduate Certificate in Education (PGCE), City & Guilds 7407 stage 3 or Diploma in Teaching in the Lifelong Learning Sector (DTLLS)).
- Evidence of continuing professional development in relation to teaching and learning practice.



Key Dates and the Recruitment Process



Closing date: **9am on Tuesday 13 May 2025**

Interview date: **Monday 2 June 2025**

We have retained FE Associates to support us in finding an outstanding individual to inspire excellent practice across our organisation. The application process is outlined below.

Initial Discussion

- Prior to submitting a CV and supporting statement, interested parties are advised to arrange an initial conversation with our FE Associates lead consultant, by emailing Asma.Ahmad@fea.co.uk, to discuss the role before the closing date.
- Once it is agreed for you to proceed with an application, the lead consultant will schedule a first-stage interview via Teams with you which will take place before the closing date and will be recorded. Once this interview has been scheduled, you should submit your CV, supporting statement and equality and diversity form.

Submitting your CV and Supporting Statement

- Please see the last page for full details on how to submit your CV, supporting statement and equality and diversity form by the closing date and time detailed above.
- After the closing time/date, our lead consultant will send all CVs, supporting statements and recorded first-stage discussions to the college for shortlisting. Once the shortlist has been agreed, candidates will be notified by the lead consultant and shortlisted candidates will be invited to a formal interview / selection process with the college.

Safer Recruitment and Due Diligence Checks

- Applicants are advised that, as part of the statutory guidance on Keeping Children Safe in Education, colleges/training providers are advised to make arrangements for an online search as part of due diligence on candidates. The searches are aimed to assist in identifying things said or done that may harm the organisation's reputation or make the candidate unsuitable to work with children, young people and vulnerable adults. Where there is a cause of concern from the online search, a risk assessment will determine whether the concern is of such a nature that it is appropriate to exclude a candidate from the process or whether a clarification discussion, before or during an interview, is needed.

Submitting Your CV



Submitting your CV

Once you have obtained the full information from the FEA jobs page (<https://www.fea.co.uk/job/cl-htl>), discussed the role with Asma Ahmad and scheduled your first-stage interview via Teams, you should email your CV, supporting statement and equality and diversity form to recruitment@fea.co.uk in advance of the closing date and time (see Key Dates page).

Email Checklist

Ensure your email includes only the 3 documents necessary for consideration:

1. A **fully completed CV** which also includes your full name, address and contact details.
 - Save your CV as a Word document with your name and the job reference i.e. Surname, First Name – CV – cl-htl.
2. A **Supporting Statement** which:
 - Does not exceed the equivalent of 2 pages of A4. Explain how you believe your knowledge, skills and experience would support the duties outlined in the job description above.
 - Save your supporting statement as a Word document with your name and the job reference i.e. Surname, First Name – supporting statement – cl-htl.
3. A completed **Equality and Diversity Form**
 - This form can be found with the candidate information pack on the job page for this role which you can access by registering your details on the job page for this role on the FEA website.
 - Save your ED form as a Word document with your name and the job reference i.e. Surname, First Name – ED – cl-htl.