

FOUNDRY

Teaching & Learning Lead

About the business

Foundry provides the very best in creative education in Tasmania. Our success is driven by people who are committed to making a difference in this exciting, quickly evolving sector. Our team members are personable, highly motivated and committed to our vision. Foundry is looking for applicants with these qualities to join the team in our Launceston campus.

About the role

The Teaching and Learning Lead is responsible for the overall quality and experience of the teaching and learning outcomes in Foundry campuses. With a high focus on teacher and student outcomes, the T&L Lead is responsible to monitor and analyse these outcomes, while digging deep for the root-causes of any gaps, and then working cross-functionally to develop and implement processes, systems and strategies with a particular focus on how they support the growth of the company. This role will work closely with the Education and Campus Leads and will provide strategic advice and guidance on relevant solutions in the area of teaching and learning.

Specific skills you must have

- Excellent attention to detail
- Strong problem solving and troubleshooting skills with the ability to exercise mature judgment
- A positive attitude and the ability to relate well to all personality types; build appropriate rapport and use diplomacy and tact
- Ability to work autonomously from established goals and strategic direction & must be able to cope with ambiguity
- A strategic thinker, able to look ahead and respond proactively
- Ability to work in a complex matrix environment to create buy-in and implement processes
- Excellent change management and leadership skills; a demonstrated ability to effect change, and strong influencing and collaboration skills
- Excellent negotiation and conflict resolution skills
- Ability to work independently with minimal supervision and as part of a team, with a strong customer service focus
- Ability to continually improve teaching quality through monitoring teaching activities, and regular review processes and teacher training
- Ability to monitor and assess student learning data at the individual, cohort and whole campus level to use this data to inform teaching for improved student learning

Specific experience we think you need

- Higher education and or vocational experience
- Highly developed administrative experience
- 5 - 10 years experience managing teams

Responsibilities will include

- Ensuring high quality, cohesive and consistent teaching of curriculum across courses by teaching staff.
- Communicating teaching and assessment tasks/ responsibilities to teaching staff.
- Manage teacher's qualifications, industry currency and HR files in conjunction with the Education Lead.
- Maintaining assessment marking records and sheets in accordance with the Foundry guidelines.
- Academic discipline administration, including responding to and resolving academic student enquiries that teachers are unable to.
- Oversee the administration of teaching staff leave; rosters, timetables and timesheets.
- Produce HE and VET documentation.
- Participate in moderation and validation panels.
- Participate in the hiring and review process for all teaching staff.
- Provide leadership and guidance to ensure accurate course and subject content and material within the LMS, as well as ensuring efficient and consistent functionality across all products.
- Managing partnership relations on an academic operational level.

Full-time and part-time applications considered.
Based in our Launceston Head Office.

