



# Teaching and Learning

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## Policy

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## 1. SCOPE

This policy refers to all programmes of learning supported by Barfection Limited, including those funded or subsidised by the Education, Skills and Funding Agency and European Social Fund.

## 2. PURPOSE

The Teaching and Learning Policy and Procedure aims to ensure that teaching at Barfection is inspirational and of the highest quality.

## 3. KEY PRINCIPLES

- all learners having the opportunity to succeed and be empowered to fulfil their potential,
- placing the learner at the centre of the learning process,
- active promotion of diversity and equality of opportunity,
- the self-esteem and aspirations of all learners being raised through mutual support and commitment,
- all staff and learners having high expectations and working together to develop high levels of achievement and success,
- ensuring learners are retained and achieve their qualifications/programmes,
- developing employability skills as part of the curriculum,
- taking opportunity to develop Maths, English and digital skills as appropriate,
- providing excellent progression opportunities, to employment, apprenticeships, or further and higher learning,
- recognising and celebrating success, of both learners and staff
- using assessment to provide effective learning opportunities through feedback,
- ensuring levels of student satisfaction and learner voice feedback are high across all courses,
- using research to inform and inspire students,
- promoting a culture of academic challenge, scholarly activity, and research informed teaching,
- the subject expertise and pedagogic content knowledge of staff leading to excellent teaching and learning,
- actively promoting best practice in terms of embedding sustainability, particularly in the areas of resource efficiency, recycling, energy efficiency, use of renewable energy, conservation of natural resources, and welfare.

## 4. ROLES AND RESPONSIBILITIES FOR TEACHING AND LEARNING PRACTICE

### Barfection will provide:

- An induction for all learners and staff who deliver teaching and learning
- A clean, tidy, and well-maintained environment
- A safe environment following health and safety procedures
- Access to resources that enable effective teaching, learning and assessment to take place and appropriate learning outcomes to be achieved
- A stimulating environment with displays of learners' work, research activity, posters, and relevant learning materials.
- A welcoming environment for all learners promoting equal opportunities
- Access and promotion of digital technology
- Curriculum delivery that provides interaction, flexibility and encourages a wide range of teaching and learning activities
- Opportunities for teaching and learning to be discussed and promoted with good practice and techniques being shared
- Information regarding learners with SEND and necessary adjustments, including access arrangements for assessments, to be shared with all members of the area team
- Appropriate Continuous Professional Development (CPD) opportunities for teaching staff.

### Learning sessions at Barfection will:

- Show clear evidence of planning with learning outcomes appropriate to the level and used to monitor student/learner progress.
- Meet the needs of all individuals with, where appropriate, the full involvement of Inclusive Learning in the planning and delivery of the session,
- Meet all course / programme objectives and requirements,
- Build on learners' prior knowledge and understanding, using formative assessment to monitor progress and inform future learning,
- Have strong links between theory, practical and industry practices,
- Promote independent learning
- Be informed by current research and scholarly activity
- Have completed up to date Risk Assessments,
- Follow relevant procedures in relation to Health and Safety,
- Adhere to policy regarding safeguarding including the wearing of lanyards,
- Use findings from learner feedback to improve planning and delivery,
- Generate learner confidence through the sound subject knowledge of tutors.
- Use learning methods that inspire and challenge learners
- Actively promote the development of digital skills, Maths and English and British Values in lessons.
- Promote and demonstrate Equality, Diversity, and Inclusion
- Provide a teaching schedule that shows the outline plan for the module and provides opportunity for learners to plan,

- Promote the use of the VLE and other learning resources such as the library in the support of learning and the provision of additional learning opportunities,
- Provide opportunity for learners to take part in module/course evaluation surveys (learner voice) to provide effective evaluation and shape future improvements
- Promote best practice in terms of sustainability.
- Enable tutors to reflect on and develop their practice using the Education and Training
- Foundation Professional Standards for Teachers and Trainers in Education and Training and the United Kingdom Professional Standards Framework for Higher Education
- Include marking of assessments that is accurate, consistent, and diagnostic, identifies incorrect spelling and grammar and provides effective feedback that leads to improvements.

#### Barfection staff will:

- manage the learning environment in line with policies on attendance, discipline, and quality
- Registers will be completed for each timetabled session,
- Poor attendance and punctuality will be monitored, and action promptly taken
- Learners will be expected to use time effectively and take responsibility for their own learning in timetabled sessions
- Discipline issues will be dealt with promptly by staff with the appropriate reporting procedures followed