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| **Job Description for:**  | Teaching and Learning Coach  |
| **Grade** |  38 - 41 |
| **Hours:**   | 1 FTE  |
| **Responsible to:**  | Teaching and Learning Manager  |

**THE ROLE OF QUALITY IMPROVEMENT**

The Teaching and Learning Coach takes a leading role in supporting the professional development of teaching staff, helping them to maximise their potential as outstanding professional educators through the sharing of skills, ideas, tools strategies and process.

Committed to our College values, the successful candidate will have a track record of supporting the pedagogical development of staff through coaching and mentoring. They will be flexible in their approach, working effectively with staff from a variety of experience backgrounds and teaching across a variety of different subject/vocational areas.

**MAIN DUTIES AND RESPONSIBILITIES OF THE POST**

1. Take a leading role in the coaching of teaching staff to maximise their potential as outstanding professional educators.
2. Carry out learning walks and observations/classroom visits and drop-ins to ensure highly effective TLA practices which impact positively on learner experience.
3. Design and deliver effective coaching and training sessions for teaching staff of differing levels of experience and skills.
4. Facilitate peer-observation and track the progress of teaching staff involved in training and coaching activities and report to the TLA manager, Head of Quality Improvement and
5. Use innovative pedagogical techniques, alongside educational technology, to support the progress of lecturers improving their practice.
6. Work closely with Curriculum Managers to set and meet ambitious targets for improvement in the teaching and learning practices within divisions, as directed by the Head of Quality Improvement.
7. Take part in the formal observation team, as required by the Executive Director for Quality and Innovation.
8. Produce tailored training and coaching resources for teaching staff, with the support of the TLA Manager.
9. Work closely with the TLA Manager and the Quality Systems and Data manager to develop the digital skills of teaching staff to support their practice.
10. Take a leading role in planning and delivering lecturing staff CPD and INSET days as directed by Executive Director for Quality and Innovation.
11. Participate in review meetings and produce reports (to include a Quality Improvement Plan) as part of the quality cycle.
12. Lead team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
13. Ensure and maintain standards and quality by engaging with and using the college quality systems.
14. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice.
15. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.
16. Ensure compliance against the quality calendar and awareness of the calendar across the College.
17. Develop and implement TAL practices which result in learners securing high levels of positive destinations.
18. Develop and implement practices which impact positively in ensuring learners make progress over time and develop required knowledge, skills and behaviours.
19. Ensure full compliance against the TLA policy across the College. This will include completion of learning walks, classroom visits and action plans within the set timelines identified in the policy document.
20. Support development and implementation of action planning and coaching practices resulting in highly effective and consistent implementation of TLA which in turn ensures outstanding learner experience.
21. Complete all mandatory training as required in line with College expectations.
22. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.
23. Work with employers and other stakeholders as required to develop and deliver high quality curriculum.
24. Contribute to, and support delivery of the college strategic plan.
25. Implement and monitor the college operating plan with the Teaching and Learning Development Manager and contribute to action plans as needed.
26. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics.
27. Analyse and selectively implement the calendar of key equality and diversity events across the programme.
28. Ensure all safeguarding policies and procedures are followed.
29. Any other duties connected with the post as are reasonably required from time to time.

**GENERAL**

The duties and responsibilities attached to posts may vary from time to time, including but limited to:

* Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager
* Compliance with health and safety policies and procedures and risk assessment
* Sharing in the College’s commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
* Awareness of the College’s Equality and Diversity Policy and targets, and actively promoting equality of opportunity, Ensuring adherence with Risk Management Policy

**PERSON SPECIFICATION:** Teaching & Learning Coaches – (Advanced Teaching Practitioners)

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| **Criteria:** | **ESSENTIAL** | **DESIRABLE** |
| A sustained track record of effective teaching and learning practices in an FE / HE environment | X |  |
| A well-developed awareness and deployment of current pedagogical practices with evidence of their impact on student outcomes | X |  |
| A commitment to reflective practice resulting in regular CPD that has a demonstrable impact on teaching and learning practices and student outcomes | X |  |
| A well-developed awareness and deployment of blended teaching and learning practices | X |  |
| A teaching and learning qualification at Level 5 or above | X |  |
| Subject-based qualifications or work experience commensurate to current role | X |  |
| Strong digital skills, confidence and experience with using packages across Office 365 that enhance and make easier a teachers’ remit | X |  |
| A commitment to, and experience of, mentoring and coaching others with a demonstrable impact on their practice | X |  |
| An interest in the use of educational technology in the classroom and online | X |  |
| A passion for inspiring other teachers to develop their existing digital skills | X |  |
| A track record of creative and innovative use of blended teaching and learning technologies with a demonstrable impact on student outcomes, including proficient use of Microsoft Teams, Canvas, etc.  | X |  |
| A coaching qualification or CPD evidence  |  | X |
| Effective written and verbal communication skills and experience of communicating with a diverse audience | X |  |
| Well-developed and effective organisational and time-management skills | X |  |
| A commitment to collaborative practice, supporting colleagues in their professional development | X |  |
| A commitment to motivate and inspire innovative practice among colleagues, maximising their potential | X |  |
| A flexible approach to problem solving | X |  |
| Willingness and capability to develop a sound knowledge of current pedagogic and motivational practices | X |  |

*The scope of this job description reflects the needs of the College at the present time; it is not intended to be a fully inclusive or exhaustive list. The post holder may therefore be expected to work flexibly and perform such other duties other than those given in the job description. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The profile will be subject to continuous review as the needs and requirements of the College change over time.*