

Post Title	0.2 Teaching, Learning and Development Coach (5 posts across 5 Schools)
Location	Craven College, Skipton (Multi-site)
Rate of pay	Salary/pay grade as applicable to current role
Hours	Salaried staff: 0.2 post (172 hours teaching remission per annum) Part time staff: Payment Grade V £22.27 per hour
Responsible to	Appropriate Head of School
Special Conditions	Appointment to this post is open to existing post holders in the College by secondment, initially for a period of one year, subject to review 31 July 2019. Role remission of equivalent of 0.2 FTE will be provided.
Closing Date	Wednesday 23 January 2019, midday
Interview Date	TBC
Post No.	A522

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Lindsay Smith (Human Resources Assistant) lsmith@craven-college.ac.uk

BACKGROUND INFORMATION

In order to raise the profile of teaching and learning the roles of Advanced Practitioner are being replaced by "Teaching, Learning and Development Coach" (TLD Coach) roles. There will be 5 x 0.2 TLD Coach roles in total. One will be based within each specific School, facilitating led by the Head of School with an overarching whole College approach, supported by the Staff and Professional Development Manager.

MAIN JOB PURPOSE

To take a proactive role in the development, promotion and sharing of high standards of teaching, learning and assessment in the College. The focus will be on flexible and relevant support that emerges from student needs and themes highlighted through data, lesson observations, developments in teaching, learning and assessment.

Reporting to the Head of School, the post holder will work within the School in which they are primarily employed within the College and will work across all aspects of its course provision, including further education, higher education, and work-based training programmes within the allocated area.

KEY DUTIES AND RESPONSIBILITIES

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- i) All post holders will maintain a substantial personal programme of teaching and supporting learners and learning, which is of at least an effective standard as evidenced by measures which are both internal and external to the College.
- ii) To support the continuing development of good practice in learning, teaching and assessment in relation to a specified broad area of the College curriculum. Each post holder will undertake a programme of duties drawn from the following, in agreement with the Head of School, and consistent with performance management procedures.
 - Deliver one-to-one coaching and induction support for staff with a particular emphasis on new staff members within their allocated area;
 - Deliver focused CPD sessions to staff within their allocated area/s;
 - Mentor staff who are not yet effective in their observation in preparation for a re-observation;
 - To share good practice, organise and support peer observations within their allocated area/s;
 - Identify suitable times within the year where they offer an open door policy for colleagues to drop into their teaching sessions;
 - Contribute to support for areas that are under performing across college;
 - Deliver focused CPD events to School and SSA staff and cross college as required;
 - Contribute to pedagogy development such as COLA (Flipped Learning) undertake research activity to support continued pedagogical development;

- Contribute to and maintain a resource-sharing Moodle page to encourage college wide sharing of best practice in Teaching, Learning and Assessment;
- Contribute to enabling staff in the School to prepare for external inspection and review;
- Contribute to the development and implementation of quality improvement in the School in respect:
 - Implementation of the student attendance and punctuality policy
 - Tutorial and enrichment activities
 - Student tracking of progress
 - Additional learning support
 - Initial assessment and profiling of new students
 - Key skills and basic skills
 - Retention and achievement strategies
 - Standardisation, moderation and internal quality assurance
- iii) In relation to the work of the College overall, and working with other Teaching and Learning Coaches, the Staff and Professional Development Manager and Heads of School from across the College, to: -
 - Assist in the implementation and ongoing development of the College's Teaching, Learning and Assessment Strategy;
 - Achieve targeted improvements in classroom practice;
 - Contribute to the operation and further development of quality assurance procedures and processes;
 - Have a clear view of what constitutes good practice in teaching and supporting learning, to be able to make reference to a range of models of practice and approaches to learning, and to devise effective coaching strategies;
 - Have a clear understanding of the learning needs and requirements of learners at different levels and with a range of learning styles, and to be able to translate these into teachers' methods and curriculum strategies;
 - Have a good knowledge of a wide range of learner-centred assessment methods (including those which are formal and informal and those which are formative and summative) and of how they can be employed in courses and in the classroom;
 - Have a clear personal model of practice in relation to equality and diversity in the classroom, entitlements for learners, and the implications and opportunities for teachers;
 - To attend and make a positive contribution to regional and national teaching and learning events as appropriate.

Reporting relationships:

- i) For the purposes of the conduct of their teaching responsibilities, each post holder will be assigned to a School and will be responsible to the Head of School.
- ii) In relation to School based staff development and coaching each post holder will be responsible to the Head of School.
- iii) In relation to cross college responsibilities, the post holder is responsible to the Staff and Professional Development Manager.

The potholder will be required to:

Commit to the College Safeguarding policy and promote a safe environment for young people and adults learning within the College;

Undertake a DBS check for this post;

Be alert to any indication or allegation of abuse and take appropriate action under the College procedures for the protection of children and vulnerable adults;

Promote equality of opportunity and diversity in all aspects of the job and to challenge inequality and discrimination;

Support the College management in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work;

Follow the existing procedures for staff development, Incremental coaching and support;

Attend team meetings with the team of Teaching Learning and Learning Coaches and the Staff and Professional Development Manager.

OTHER

- To undertake marketing and administration responsibilities as appropriate to the role;
 - Other curriculum/subject specific duties identified by the Head of School, in line with current knowledge, skills and experience;
 - To participate in the College's Appraisal Scheme and undertake continuous professional development/updating as required, to meet the needs of the School and/or College;
 - Any other duties commensurate with grade and status as may reasonably be requested.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Relevant academic or vocational qualification to degree level or equivalent;
- Current teaching qualification to Level 5 Diploma in Education and Training/PGCE/Cert Ed;
- Relevant experience of teaching within the subject sector;
- Ability to deliver effective teaching;
- Experience of designing, developing and assessing practical and written assessments/ assignments and giving developmental feedback;
- Sound knowledge of quality issues in FE and previous experience of monitoring and improving performance;
- Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures;
- Ability to develop teaching learning and assessment and share good practice;
- Ability to develop and promote new initiatives within the School;
- Experience of leading a team;
- Ability to work as an effective member of the team;
- Ability to work flexibly and on own initiative to meet the needs of the College;
- Excellent interpersonal skills with the ability to effectively interact with students, staff, employers and other parties at all levels;
- Full commitment to policies relating to Equal Opportunities, Safeguarding and Student Support;
- Willingness and ability to undertake further professional development linked to the needs of the College;
- Ability to achieve high standards working under pressure;
- Computer literate, with the ability to interpret spreadsheets and analyse data;
- Competent in the use of ILT including the VLE.

DESIRABLE REQUIREMENTS

- Experience of liaising with relevant examination bodies;
- Current clean driving licence with access to vehicle;
- Other specialist qualification relevant to the subject sector;
- Experience of working with external agencies and employers to develop partnerships for provision;
- Experience using e-learning to enhance learning and teaching.

SELECTION CRITERIA

KNOWLEDGE AND EXPERIENCE	Method of assessment
• Relevant academic or vocational qualification to degree level or equivalent	A
• Current teaching qualification to DTLLS/PGCE/Cert Ed level, or equivalent	A
• Relevant experience of teaching within the subject sector	A, I
• Experience of designing, developing and assessing practical and written assessments/assignments and giving developmental feedback	I, P
• Sound knowledge of quality issues in FE/HE and previous experience of monitoring and improving performance	I, P
• Good administrative skills with the ability to maintain accurate and relevant records in line with quality procedures	I
• Computer literate, with the ability to interpret spreadsheets and analyse data	I
• Competent in the use of ILT including the VLE	I
• Experience of using e-learning to enhance learning and teaching	I
• Willingness and ability to undertake further professional development linked to the needs of the College	A, I
• Other specialist qualification relevant to the subject sector	A
PERFORMANCE & ACHIEVEMENTS	
• Evidence of ability to deliver effective teaching	I, P
• Evidence of developing and promoting new initiatives within the subject sector	I, P
• Ability to develop the subject sector	I
• Evidence of curriculum development activities, including research	I
• Evidence of working as an effective member of the team	I
• Ability to work flexibly and on own initiative to meet the needs of the College	I
• Ability to achieve high standards working under pressure	I
• Full commitment to policies relating to Equal Opportunities, Safeguarding and Student Support	I
INTERPERSONAL SKILLS	
• Excellent interpersonal skills with the ability to effectively interact with students, staff, employers and other parties at all levels	I, P
ORGANISATIONAL SKILLS/LEADERSHIP QUALITIES	
• Evidence of providing effective team leadership, guidance and support for staff	I, P
▪ Evidence of teaching and learning in the subject sector and embedding English, Maths, enterprise and sustainability	I
• Evidence of effective planning, organisation, administration and co-ordination of the courses in the subject sector to ensure high standards are maintained	I, P
• Evidence of development of e-learning within the subject sector	I

KEY:

A	Application Form
I	Interview
P	Presentation