**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Teaching and Learning Coach – Fixed Term until July 2023 | Quality, Learning and Development Team |
| **SALARY** | **BENEFITS** |
| £31,537 - £35,818 per annum, pro rata relating to qualifications and experience | Teachers’ Pension Scheme.  40 days annual leave pro rata to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Teaching and Learning | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**   **Refer to Management Guidelines regarding the determination of the duties of lecturing staff** | |
| Providing an inspirational teaching and learning culture across the college and supporting excellence in assessment to ensure teachers and learners reach the highest standards with positive value added results.   1. **Complete a mapping activity across the College curriculum to identify sustainability delivery and work with teaching staff to promote, enhance and develop the sustainability curriculum.** 2. **Lead and promote Carbon Literacy training for staff and students across the College, along with relevant sustainability projects.** 3. **Support and coach teaching staff in the delivery of excellent teaching, learning and assessment, around the sustainability agenda** 4. **Ensure effective and successful implementation of the curriculum across FE, HE and A&S provision.** 5. **Maintain an active teaching role to ensure credibility in the role of Teaching and Learning Coach with colleagues** 6. **Attend meetings and participate in projects as identified by Line Manager. Ensure collaboration with the Strategic Development Fund (SDF) colleagues and attendance at meetings as required in order to promote good practice.** 7. **Develop and share resources around sustainability and the carbon zero agenda.** 8. **Work with colleagues to support collaborative marketing and ensure the outcomes for the SDF are met.** 9. **Undertake continuing professional development (CPD) and lead the delivery of CPD, as appropriate in order to meet College and learning area objectives** 10. **In line with the Professional Standards for Teaching and Training – England actively promote and role model the professional values and attributes** 11. **In line with the Professional Standards for Teaching and Training – England actively promote, role model and embed professional knowledge and understanding into your practice** 12. **In line with the Professional Standards for Teaching and Training – England actively promote and role model the development of professional skills** | |

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| 1. **DUTIES** |
| 1. **Support and coach teachers with a key focus on sustainability, so their learners achieve their full potential and provide positive value added results and have a greater understanding of the critical importance of the sustainability agenda**  * Positively participate and engage in the developmental support of teaching staff across the college. * Promote and enhance the use of creative digital approaches in teaching and learning. * Monitor and support the improvement in Key Performance Indicators (KPI) and report concerns through appropriate channels. * Participate in and support the development of curriculum enhancement and development of learner employability skills as directed by line manager. |
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| 1. **Support the delivery of excellent teaching, learning and assessment**  * Support and coach teachers to deliver inspirational teaching, learning and assessment to promote high levels of student satisfaction. * Be a role model of best practice in teaching, learning and assessment and provide mentoring and support to your colleagues. * Support teachers to produce effectively sequenced curriculum that motivates learners and ensures high success rates. * Participate in the observation of teaching and learning and support staff to address areas for improvement * Support and coach teachers to develop a range of innovative assessment methods to meet the requirements of awarding bodies, expected standards and address learner needs. * Support and coach teachers to produce effective assessment strategies to reduce front or end loading for learners, contribute to course team needs and provide for timely success. * Support and coach teachers to produce assessment briefs to expected standards. * Support and coach teachers to provide timely and effective feedback to learners that contribute to learner development and success. * Support and coach teachers to mark written work to high standards and support colleagues in this process. * Support and coach teachers to track and record learner progress effectively and in a timely manner to support high levels of learner success and positive value added. * Support and coach teachers to contribute to standardisation activities relating to delivery and assessment. * Support and coach teachers to comply with quality assurance in relation to module/unit management.  1. **In line with the Professional Standards for Teaching and Training England 2022 - actively promote the professional values and attributes**  * Critically reflect on and evaluate your practices, values, and beliefs to improve learner outcomes. * Promote and embed education for sustainable development (ESD) across learning and working practices. * Inspire, motivate, and raise aspirations of learners by communicating high expectations and a passion for learning. * Support and develop learners’ confidence, autonomy and thinking skills, taking account of their needs and starting points. * Value and champion diversity, equality of opportunity, inclusion and social equity. * Develop collaborative and respectful relationships with learners, colleagues and external stakeholders. * Engage with and promote a culture of continuous learning and quality improvement.  1. **In line with the Professional Standards for Teaching and Training England 2022 - actively promote the professional values and attributes**  * Critically reflect on and evaluate your practices, values, and beliefs to improve learner outcomes. * Promote and embed education for sustainable development (ESD) across learning and working practices. * Inspire, motivate, and raise aspirations of learners by communicating high expectations and a passion for learning. * Support and develop learners’ confidence, autonomy and thinking skills, taking account of their needs and starting points. * Value and champion diversity, equality of opportunity, inclusion and social equity. * Develop collaborative and respectful relationships with learners, colleagues and external stakeholders. * Engage with and promote a culture of continuous learning and quality improvement.  1. **In line with the Professional Standards for Teaching and Training England - 2022, actively promote the development of professional skills**  * Promote and support positive learner behaviour, attitudes and wellbeing. * Apply motivational, coaching and skill development strategies to help learners progress and achieve. * Plan and deliver learning programmes that are safe, inclusive, stretching and relevant to learners’ needs * Select and use digital technologies safely and effectively to promote learning. * Develop learners’ mathematics, English, digital and wider employability skills. * Provide access to up-to-date information, advice and guidance so that learners can take ownership of their learning and make informed progression choices. * Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support learning and achievement. * Develop enrichment and progression opportunities for learners through collaboration with employers, higher education and/or community groups.  1. **Quality Assurance (QA)**  * Comply with internal and external quality assurance requirements. * Undertake scheme management as directed by Line Manager and exceed expected standards identified internally or externally. * Participate bi-monthly Apprenticeship & Skills meetings and external stakeholder meetings as required by the designated role. * Undertake / comply with internal verification (IV) and standardisation activities complying with College assessment and IV policies and procedures and external QA requirements, as required. * Manage the tracking of learner performance against targets and present in accordance with your role at Apprenticeship & Skills performance Boards. * Contribute towards the completion of the scheme self-assessment report and action plans, as required. * Co-ordinate and as applicable invigilate examinations for required aspects of the learners’ programme following awarding body regulations.  1. **Attend meetings as identified by Line Manager**  * Attend and contribute to Bi-monthly Apprenticeship & Skills Meetings. * Attend and contribute to scheme standardisation meetings. * Attend and positively contribute to staff performance management meetings. * Attend other internal and external meetings, as directed by Line Manager.  1. **Undertake continuing professional development (CPD) and lead the delivery of CPD, as appropriate in order to meet College and learning area objectives**  * Attend internal or external CPD as directed by the Line Manager, Head of Teaching and Learning, Head of Quality, CPD or Human Resources. * Undertake technical updating to ensure current industry standards are embedded in working practices. * Undertake all college mandatory CPD as appropriate to your role.  1. **Exceed College standards**  * To promote College sustainability policies and strategies by personal commitment * To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations * You role model and promote the College values: * **Learning** - Our delivery will be high quality and innovative with students at the heart of decision making. * **People** - We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability** - We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE**- We will advance FREDIE:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.   Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |

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| **(B) KEY TASKS AND RESPONSBILITIES** **SPECIFIC TO LEARNING AREA AND / OR CURRICULUM LEVEL** |
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| * Participate in research and scholarly activities, as required by your line manager. * Proactively enhance the academic reputation for your area role modelling and sharing best practice at all times both internally and externally. * Proactively enhance the education links for your area by positively promoting the area and College at internal and external events, building strong links with other educational establishments through visits, exchanges, forums etc and using this to enhance staff CPD and the student experience, as required. |
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| **(B) DUTIES** |
| * Delivery of curriculum to students on courses in both Further and Higher Education programmes. * Develop new engaging and innovative methods of teaching, learning and assessment within learning areas. * Enhance and promote a culture of best practice within and across curriculum areas. * To lead culture by example and ensure a high quality learning culture is established across the College. * Support Head of Areas in monitoring the quality of teaching, learning and assessment and addressing areas for improvement via an effective CPD programme to meet both team and individual needs. * Work collaboratively with the Head of Quality, Teaching & to develop and establish an effective system to measure the impact of support given to staff. * An agreed amount of subject specific teaching will be required that will vary depending on groups, case loads etc. * Inspire and motivate teaching staff and implement innovative teaching, learning and assessment practices. * Develop new engaging and innovative methods of teaching, learning and assessment. * Be part of the core lesson observation team. Influential in the development and implementation of teaching, learning and assessment practices to promote employability skills, learner satisfaction, success rates, value added scores, E&D, sustainability, inclusive learning and learning technologies. * Instrumental in the development and establishment of effective and appropriate assessment methods. * Help to implement and achieve all aspects of both the teaching and learning strategy and digital strategy. * Help to ensure all aspects of assessment strategies are achieved. * Enhance and promote a culture of best practice. Contribute to the updating of the VLE sites to support subject areas and teaching, learning and assessment sites. * Deliver CPD to improve and enhance teaching, learning and assessment. * Share best practice across all learning areas. * Help to organise and participate in annual events to showcase best practice examples of teaching, learning and assessment. * Support Head of Areas in addressing areas for improvement. Work effectively with the Heads of Areas and the Quality Team to ensure both new and risk banded staff are best supported for teaching, learning and assessment. * Maintain staff training and support logs. * Production of timely reports based on teaching, learning and assessment within subject areas. * To successfully complete a structured framework of training linked to the role, which would include teacher observation training, coaching skills, appropriate awarding body and Ofsted updating. |

**Location of work**

You may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(A) Assessed via Application form

( I ) Assessed via Interview

(MT) Assessed via a 20 minute student centred mini teach

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI)  Passion and expertise around the Sustainability agenda |  |
| ***Attainments*** | |
| Degree or equivalent qualification (Level 6 qualification) in related subject (A)  Teaching qualification e.g. CET’P, PTTLLS or equivalent (A) or willing to work towards a teaching qualification within agreed time period i.e. CET’P,  Evidence of consistently effective teaching, high success rates and value added performance with learners (A/I)  GCSE English and Maths at Grade C/4 or above (or an equivalent standard), or willing to work towards within an agreed timescale (A/I)  Evidence of highly successful teaching, training and coaching experience (A/I) | Postgraduate qualification or willing to work towards  External verification/examination role  Membership of a professional body |
| ***Special Aptitudes*** | |
| Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Able to demonstrate they are an inspirational role model for other staff and students (A/I)  Knowledge and experience around teaching sustainability |  |
| ***Interests*** | |
| Subject related interests  Evidence of high levels of continued professional development (A/I)  Empathy with education (A/I) | Experienced at delivering CPD |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Excellent communication skills (I)  Approachable (I)  Person centred approach (I)  Positive and enthusiastic attitude (I) |  |
| ***General*** | |
| An understanding of and positive approach towards “safeguarding” and a willingness to embed within the College \* (A/I)  An understanding of health and safety requirements of a working environment and willing to fully implement all aspects (A/I)  An understanding of Equality, Diversity and Inclusion issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (A/I)  Willing to complete external work placement visits (A/I)  Ability to work evenings/weekends, as required – careers/conventions/recruitment events (A/I)  Possess a current driving licence or willing to travel as required by other means (A/I) | Prepared to travel for College work. |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Teaching and Learning Coach – Fixed Term until July 2023 | Quality, Learning and Development Team |
| **SALARY** | HOURS OF WORK |
| £31,537 - £35,818 per annum, pro rata relating to qualifications and experience | 37 hours per week.  Refer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 40 days annual leave, pro rata to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays. | Teachers’ Pension SchemeUp to £29,187.99 pa 7.4% Employee£29,88 - £39,290.99 pa 8.6% Employee£39,291 - £46,586.99 pa 9.6% Employee£46,587 - £61,742.99 pa 10.2% Employee£61,743 - £84,193.99 pa 11.3% Employee£84,194 and above pa 11.7% Employee23.68% Employer You will automatically become a member of TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance  Refer to Staff Professional Code of Conduct |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | | |
| In order to comply with College policy, all teachers/assessors are required to:   * complete a minimum number of hours of continuing professional development every year; * maintain a record of the CPD you have undertaken; * make that record available to the College.   Failure to comply with these requirements may lead to your dismissal.  Full details of the College’s policy in relation to Continuing Professional Development will be communicated to you. | | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | | |
| In line with College policy, teachers/assessors employed at Myerscough are required to hold the relevant teaching qualification/assessor award/s.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held.  The Corporation will review with the teacher/assessor, either prior to commencement of employment or shortly thereafter, the qualifications required for the post and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the teacher/assessor fails to secure the requisite qualifications within the period specified by the College, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with the relevant clause/s in individual Contracts of Employment. | | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| **WHAT YOU GET** | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |