**JOB SPECIFICATION**



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| **MYERSCOUGH AND PROUD**   |
|  At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with the University of Central Lancashire and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK.   |

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| **JOB TITLE** | **AREA OF WORK** |
| Quality and Performance Coach (0.4) | Quality, Learning and Development Team |
| **SALARY** | **BENEFITS** |
| £14,108 pro rata (this role is 0.4 FTE for existing teachers) | Teachers’ Pension Scheme40 days annual leave 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** |
| Executive Director of Quality and Performance | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**

**Refer to Management Guidelines regarding the determination of the duties of lecturing staff** |
| * **Support and coach teaching staff in the delivery of outstanding quality and performance** – with a focus on excellent teaching, learning and assessment.
* **Act as a coach and mentor to staff to help them deliver an outstanding student experience.**
* **Be committed to your own professional development.** Ensure that your practice is never less than good and that your approaches are student-centred, responsive to learner needs and deliver excellent outcomes.
* **Support the effective and successful implementation of the curriculum across the college.** Including FE, HE, adult and A&S provision, travelling to the college’s sites of delivery as required.
* **Maintain an active teaching role** to ensure credibility in the role of Teaching and Learning Coach with colleagues (0.6 teaching role, 0.4 QAPC).
* **Be proactive in developing yourself and others.** Seek out opportunities to develop yours and others’ practice.
* **Deliver training to colleagues across the college** in line with the expectations of the college and the mission, vision and values we aspire to.
* **Support colleagues in improving their performance and sharing their best practice** so that we grow together as a college community.
* **Help secure our identity as a specialist land-based and sports college**, by supporting the development of teachers, tutors and progress mentors who deliver high-quality provision.
* **Use your personal influence to drive forward the quality mission**, all whilst being reflective and seeking continuous improvement.
* Attend meetings and participate in projects as identified by Line Manager.
* Undertake and lead the delivery of CPD, as required, in order to meet College and learning area objectives.
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| 1. **DUTIES**
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| 1. **Support and coach teachers to succeed so their learners achieve their full potential and provide positive value-added results**
* Positively participate and engage in the developmental support of teaching staff across the college.
* 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.
* Support and coach teachers in using data effectively to drive quality improvements in their teaching, learning and assessment practice.
* Support and coach teachers in using information about learners’ starting points effectively to plan and sequence learning that meets learners’ needs.
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| **2 Support the delivery of excellent teaching, learning and assessment**  |
| * Support and coach teachers to fulfil the college Blueprint, deliver inspirational teaching, learning and assessment in order to promote high levels of student success and satisfaction.
* Be a role model of best practice in teaching, learning and assessment and provide mentoring and support to your colleagues.
* 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 imaginative and accessible assessment briefs that maximise learner participation and success.
* 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.
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| **3 Quality Assurance (QA)*** Support colleagues across the college in complying with internal and external quality assurance requirements.
* Support the quality team in undertaking audits and spot-checks to assure quality and target support.
* Pro-actively seek opportunities to improve quality systems and processes, providing constructive test and challenge to colleagues in the quality function.
* Coach college in how to effectively undertake internal verification activities complying with College IV policy and external QA requirements.
* Participate in internal verification standardisation events, as required.
* Populate learner/course tracking sheets and present in accordance with role and coach others on the same.
* Invigilate examinations following awarding body regulations, as required.
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| **4 Disseminate good practice*** Provide opportunities for less qualified/experienced staff to observe activities to support their development.
* Deliver coaching and training sessions to new and existing staff to an excellent standard.
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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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**Location of work**

Employees 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 the appropriate Line Manager.  Employees are expected to participate fully in the review and, following discussion, to update the relevant 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 following consultation with the relevant employee/s.

 **FE/WPL** **EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation/Mini teach in interview (T) Assessed via Test

(PI) Post Interview

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** |
| Commitment to the mission and values of the college. (I)Understanding of the quality agenda and the importance of providing an outstanding learner experience (I)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) |  |
| ***Attainments*** |
| Suitable qualification in a relevant subject (A)Highly successful experience as a teacher, trainer or coach (A/I)Successful Blueprint Learning Walk (I)Evidence of consistently effective teaching, high success rates and value-added performance with learners (A/I)GCSE, or equivalent, English and maths at Grade C or above or equivalent (A/I) | Postgraduate qualification or willing to work towardsExternal verification/examination roleMembership 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) |  |
| ***Interests*** |
| Subject related interestsEvidence 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 “safeguarding” and its importance within the College \* (A/I)An understanding of health and safety requirements of a working environment (A/I)An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) 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) |  |

Interviews will explore issues relating to safeguarding/the “Prevent” agenda 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** |
| Quality and Performance Coach (0.4) | Quality, Learning and Development Team |
| **SALARY** | HOURS OF WORK |
| £14,108 pro rata (this role is 0.4 FTE for existing teachers) | 14.8 Hours per WeekRefer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 40 days pro rata annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays | Teachers’ Pension Scheme Employee Contribution Rate (as at 1 April 2025) (based on actual NOT FTE) Contribution rate % Up to £34,872.99 pa 7.4% Employee £34,873 - £46,943.99 pa 8.6% Employee £46,944 - £55,660.99 pa 9.6% Employee £55,661 - £73,768.99 pa 10.2% Employee £73,769 - £100,590.99 pa 11.3% Employee £100,591 and above pa 11.7% Employee You will automatically become a member of the 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 appearanceRefer to Staff Professional Code of Conduct |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable). Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay SchemeShould your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £49.50 for an enhanced level check). |
| **CONTINUING PROFESSIONAL DEVELOPMENT** |
| In order to comply with the Further Education Teachers’ Continuing Professional Development and Registration (England) Regulations 2007, you 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 is available to all employees |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** |
| Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007.  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 heldThe Corporation will review with employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied for and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the requisite qualifications are not achieved within the period specified in the Regulations, 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 clause 30.3 |

**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 £16 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
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