Teaching and Learning Administration Coordinator	
Reporting to:	Head of Teaching and Learning
Working Hours:	Full time (37.5 hours per week) Fixed Term Contract until July 2023
Salary:	£26,957 to £30,208 (point 24-28)
Job Code :	PC S6
Annual Leave:	26 electable days, 8 statutory days and up to 5 efficiency closure days at Christmas

Job Purpose

The Teaching and Learning Administration Coordinator is responsible for coordinating effective administration of teaching and learning across the College. This includes working closely with IT and MIS Teams to ensure full and appropriate use of the ProMonitor Platform to support the delivery of curricula across FE and HE provision. In addition, the Coordinator will work with the IT Team to coordinate the use of SharePoint as a teaching and learning platform across curriculum areas.

The Teaching and Learning Administration Coordinator will also provide effective administrative support to the Teaching and Learning Team.

Main Duties

a.	To coordinate the administration of teaching and learning across the College.
b.	Working closely with the IT Team and Digital Learning Manager, coordinate the use of SharePoint as a teaching and learning platform across curriculum areas.
c.	Working closely with the IT and MIS Teams, undertake the work of the system lead for the ProMonitor Platform, ensuring full and appropriate usage of the Platform.
d.	Take a leading role in delivering staff training and support in the use of the ProMonitor Platform.
e.	Support the broader Teaching and Learning Team with the delivery of pedagogical training and development for teaching staff.
f.	Support the Digital Learning Manager in the development of staff and student digital skills.

g.	Lead administrative support in relation to teaching staff training and professional development, including the observation process.
h.	Provide administrative support to teaching and learning training courses, including the Level 4 Certificate in Education and Training and the CertEd / PGCE programme.
i.	Provide administrative support to the Teaching and Learning Team including the organisation of meetings, responding to e-mail enquiries and other administrative tasks required by the Head of Teaching and Learning.

Continuous Professional Development

a.	Actively participate in the personal annual appraisal process.
b.	Undertake staff development appropriate to the needs of the College in addition to any development needs identified through the appraisal process.

Other responsibilities and duties

a.	Attend and represent the College at sector specific groups to maintain sector knowledge and professional awareness of developments in the field of digital learning and learning technology.
b.	Adhere to appropriate College policies including (but not limited to) data protection, safeguarding, equity & diversity, and health and safety.
c.	Undertake any further duties commensurate with the grade and responsibilities of the post as allocated by the Senior Management Team.

Qualifications / Skills / Knowledge / Qualities

At Plumpton College we are:

- Ambitious and Progressive
- Enterprising
- Professional
- Passionate about everything we do
- Supportive

Essential criteria for the post
Degree level qualification or equivalent in education / business administration or other related subjects
Excellent IT skills, including experience with SharePoint and Microsoft Office in an education setting
Experience with the ProSuite Platform and/or the capacity to learn with accuracy and speed
Keen eye for detail, with experience of accurate data input and monitoring
Track record of providing impactful support and training
Track record of effective project management, both independently and as a team

Experience of working across teams with diverse remits
Track record of delivering challenging objectives with tight timescales
Outstanding interpersonal skills, including written communication
A commitment to rapid and sustainable quality improvement in an education setting
Track record of learning new software and technologies at speed

Desirable criteria
Track record of supporting teaching staff use SharePoint as a learning environment
Track record of supporting teaching staff use the ProSuite Platform to its full potential
Knowledge and experience of different pedagogical approaches
Experience and/or knowledge of the land-based education sector
Knowledge of GDPR and Safeguarding issues

CONDITIONS OF EMPLOYMENT

Working Hours
Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be considered for the right candidates. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

Annual Leave
The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 26 working days, 8 bank holidays and efficiency days as stipulated by the Senior Management Team. Annual leave is bookable subject to business needs and should be planned and agreed with your Manager. Annual leave sheets will be available from the start of the new holiday year (1 September).

Continuous Professional Development (CPD)
This post will be entitled to CPD for updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

Benefits
The candidate appointed to the post will automatically become a member of the LGPS Scheme and pay contributions as determined by annual salary levels. The pension scheme includes life assurance cover, and the College will also pay a contribution towards your pension. There is also free car parking and a competitively priced dining room service.

Equality and Diversity
Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

Criminal Record Check via the Disclosure Procedure

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as 'spent'. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and "spent" convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the College until the DBS Disclosure Certificate is received and considered by the Principal