



Teaching and Learning Coach	
Reporting to:	Director of Teaching, Learning and Quality
Working Hours:	Full and Part Time opportunities available
Contract Type:	Permanent
Salary:	£30,208 to £35,012 per annum (scale point 28 to 34)
Position Code:	PC A2
Annual Leave:	37 electable days plus 8 statutory days

### Job Purpose

Plumpton College is developing as a leading land-based education provider offering a wide range of high-quality learning opportunities across further and higher education. We foster creative and innovative pedagogical practices among our teaching staff, ultimately seeking to improve student outcomes. 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.

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.

### Duties and responsibilities of the job

#### 1. Coaching and Mentoring Teaching Staff

a.	Take a leading role in the coaching and mentoring of teaching staff to maximise their potential as outstanding professional educators.
b.	Design and deliver effective coaching and mentoring and training sessions for teaching staff of differing levels of experience and skills.
c.	Facilitate peer-observation among teaching staff.

d. Track the progress of teaching staff involved in training , coaching and mentoring activities and report to the Director of Teaching, Learning and Quality.
e. Use innovative pedagogical techniques, alongside educational technology, to support the progress of teaching staff improving their practice.
f. 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 Director of Teaching, Learning and Quality
g. Take part in the formal lesson observation process, as required by the Director of Teaching, Learning and Quality.
h. Produce tailored training and coaching resources for teaching staff, with the support of the Director of Teaching, Learning and Quality.
i. Work closely with the Digital Learning Coach to develop the digital skills of teaching staff to support their practice.

## 2. Teaching

a. Plan and deliver initial teacher education programmes at Level 3, 4, 5 or 6
b. Plan and deliver teaching staff training as part of the College's CPD programme
c. Take a leading role in planning and delivering teaching staff CPD and INSET days as directed by the Director of Teaching, Learning and Quality.

## 3. Quality Improvement

a. Participate in review meetings and produce reports (to include a Quality Improvement Plan) as part of the quality cycle.
b. With the Director of Teaching, Learning and Quality, lead team meetings to monitor and standardise practice, share information and good practice, and plan and implement improvements.
c. Ensure and maintain standards and quality by engaging with and using the college quality systems.

## 4. Continuous Professional Development

a. 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.
b. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience.

c. Complete all mandatory training as required in line with College expectations.
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**1. Other responsibilities and duties**

a. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events.
b. Work with employers and other stakeholders as required to develop and deliver high quality curriculum.
c. Contribute to, and support delivery of the college strategic plan.
d. Implement and monitor the college operating plan with the Teaching and Learning Development Manager and contribute to action plans as needed.
e. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics.
f. Analyse and selectively implement the calendar of key equality and diversity events across the programme.
g. Ensure all safeguarding policies and procedures are followed.
h. Any other duties connected with the post as are reasonably required from time to time.

**Professional and Personal Qualities of a Teaching and Learning Coach**

<b>Essential Criteria:</b>
A sustained track record of effective teaching and learning practices in an FE / HE environment
A well-developed awareness and deployment of current pedagogical practices with evidence of their impact on student outcomes
A commitment to reflective practice resulting in regular CPD that has a demonstrable impact on teaching and learning practices and student outcomes
A well-developed awareness and deployment of blended teaching and learning practices
A teaching and learning qualification at Level 5 or above
Subject-based qualifications or work experience commensurate to current role
Strong digital skills, confidence and experience with using Microsoft Teams
A commitment to, and experience of, mentoring and coaching others with a demonstrable impact on their practice
An interest in the use of educational technology in the classroom and online
A passion for inspiring other teachers to develop their existing digital skills

<b>Desirable Criteria:</b>
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
A teaching and learning qualification at Level 6 or above
A coaching qualification
Effective written and verbal communication skills and experience of communicating with a diverse audience
Well-developed and effective organisational and time-management skills
A commitment to collaborative practice, supporting colleagues in their professional development
A commitment to motivate and inspire innovative practice among colleagues, maximising their potential
A flexible approach to problem solving
Willingness and capability to develop a sound knowledge of current pedagogic and motivational practices

## CONDITIONS OF EMPLOYMENT

### Working Hours

Basic working hours are from 08.30 to 17.00 Monday to Friday but significant flexibility will be required to meet the needs of the business, including some evening training. This is an all year-round post. There will be some weekend working required to support departmental activities, and whole college recruitment and promotional events. Flexible home-working will be considered, with some expectation of on-site working, always in accordance with national Covid-19 guidance.

### Annual Leave

The holiday year is from 1 September - 31 August each year. The annual leave entitlement for this role is 37 working days, plus 8 bank holidays and up to 5 efficiency days when the college closes at Christmas. Annual leave is bookable subject to business needs and should be planned and agreed with your Line Manager. Annual leave sheets will be available from the start of the new holiday year.

### Continuous Professional Development (CPD)

This post will be entitled to CPD for skills 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 Teacher Pension 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. Other benefits include cycle to work scheme, access to Employee Assistance Programme and a range of staff discounts.

### 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.