



Teaching and Learning Coordinator	
Reporting to:	Director of Teaching, Learning and Quality
Working Hours:	Part time: 3 days / 22.5h per week
Salary:	Scale M1 (Points 28-34) £35,496 - £41,141 (pro-rata £17,906 - £20,754)
Position code:	TBC
Annual Leave:	N/A – term time only

Job Purpose

The Teaching and Learning Coordinator will deliver the implementation of the College's teaching and learning strategy, including teacher training, continuous professional development and coaching, and in doing so will contribute to the College's aim of providing outstanding and sector leading teaching, learning and assessment for our students.

The post-holder will work closely with the curriculum managers and their teams as well as the teaching and learning mentors and coaches to support continuous development of teachers.

The successful candidate will embody the Plumpton College ethos of equality of learning opportunity and be passionate about working collaboratively to support the continuous development of teaching and learning. A genuine commitment to shared growth and reflective practice is essential.

As a team, we are united in supporting the college's key teaching and learning vision. At Plumpton, our teaching is always:

- o Ambitious
- o Supportive
- o Evidence-based
- o Collaborative
- o Innovative

The following criteria are used to shortlist applicants and assess candidates. Please show evidence of how you meet these criteria within your application.

Duties and Responsibilities of the Job

1. Strategy

a.	To support the development of a College-wide Teaching and Learning Strategy, facilitating contributions from Governors, Senior Leaders, Managers, and teachers from across the organisation.
b.	Support on the development of teaching and learning observation policies, processes and analysis to contribute to the evaluation of the College-wide Teaching and Learning Strategy.
c.	In doing so, monitor and evaluate T&L performance across the college ensuring that staff progress through professional development standards and pathways.
d.	Contribute and participate in the teaching observation process including learning walks, deep dives and PGCE observations.
e.	Contribute to wider College reports and provide data/analytics of teaching and learning processes.
f.	Contribute to cross-College Quality Improvement Plan (QIP) and have knowledge of the key priorities.
g.	Analyse the outcomes of teaching and learning across the College to develop the Continuous Professional Development (CPD) framework and activities.

2. Teaching and Learning

a.	To oversee the Teaching and Learning mentor roles and inspire these roles to realise the College vision and strategic objectives.
b.	To produce regular updates and report on successes and outcomes of the mentoring roles across College.
c.	To manage the support and accessibility of continuous development of teachers including new teacher induction, teacher training, CPD and coaching, so that teaching, learning and assessment is consistently good or outstanding.
d.	Contribute to the development and delivery of the college's learning technology strategy to ensure it is fully embedded within college wide and divisional teaching and learning strategies to enhance student experience and enable the college to develop increased blended learning delivery models across all provision

e. ITE Programme Management and Teaching

a.	Lead, plan and deliver the teaching, learning and assessment of teacher education programmes and courses from Level 3 to Level 7 as directed by the Director of Teaching, Learning and Quality.
b.	Ensure programme content meets the full requirements of the Awarding Body and aims to meet the needs of the relevant sector.
c.	Plan, prepare, teach, assess, report and monitor to ensure consistently effective lessons at a good or outstanding standard.
d.	Ensure students are enrolled on the correct programme(s) and registered on the correct qualification aims and correctly with any regulatory organisations (within required timeframes).

e.	Coordinate Individual Learning Plans and ensure appropriate targets are set to challenge and stretch students. Ensuring individual student learning needs are met by working effectively with staff in learning support and staff delivering on the programme(s).
f.	Ensure schemes of work for allocated programme(s) are in place and purposeful and work with your programme team.
g.	Ensure a tutorial programme is developed and embedded to support academic and employment skills development as well as developing personal and social skills and competencies, referring to British Values and safeguarding priorities.
h.	To ensure the implementation of the Health and Safety Policy to all programme activities.
i.	Ensure all required elements of the student's programme(s) are included in their timetables.
j.	Plan, organise and coordinate in work readiness activities with students to support their development and progression to further study and employment.
k.	Organise, agree and monitor student work placements to ensure they are valuable and safe.
l.	In liaison with the student residential team, monitor and report absences of students who are residential at college.
m.	Ensure verification procedures for programme(s) are conducted robustly.
n.	Ensure all student grades, marks, meetings and comments are recorded according to college policy, using ProMonitor or other agreed formats.
o.	Utilise national benchmarks and comparative college evaluative data to ensure that appropriate student achievement targets are set and produce annual reviews of value-added performance for allocated programme(s).
p.	Ensure SharePoint and MS Teams are utilised, populated and maintained to College expectations at all times by staff teaching on the programme(s) and student use is audited to inform self-assessment quality improvement.
q.	Monitor attendance for all students, student targets for improvement are set, ensure actions are taken and appropriate third parties are informed.
r.	Coordinate formal reports on student progress and development and ensure relevant third parties are informed and support improvement where required.

f. 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.	Keep up to date with current guidance from Ofsted, ESFA, LANDEX, IFATE, ETF.
c.	Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance the student experience.

g. Other College responsibilities

a.	Work with Marketing and others to lead on extra curriculum events to ensure success, e.g. interview days, welcome days and parents' evenings, open events.
b.	Ensure equality of opportunity among all Ofsted protected characteristic groups and Ofsted vulnerable student groups and seek to promote diversity in all aspects of college life.
c.	Ensure all safeguarding policies and procedures are followed at all times.

d. Ensure Health and Safety is maintained at all times, in line with college policies.
e. Undertake any further duties commensurate with the grade and responsibilities of the post as allocated by the Senior Management Team.

Qualifications / Skills / Knowledge / Qualities

It is crucial that the successful candidate shares our student-focused values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

1. Enthusiastic about learning
2. Responsive to student, customer and community needs
3. Aspiring to the highest standards
4. Professional and enterprising
5. innovative and creative, and
6. Friendly and welcoming

Essential Criteria: Professional
Hold a degree and / or an equivalent qualification
Hold a PGCE and / or Level 5 equivalent recognised teaching qualification (Cert Ed, DTLLS, etc.)
Level 2 English and maths qualifications or equivalent
Successful teaching performance and experience in an FE environment
High standard of teaching/assessment practice
Subject based qualifications or work-related experience at an appropriate level
On-going CPD and evidence of reflective practice which impacts on their own improved performance
Successful use of the VLE in promoting learning
Sound knowledge of current pedagogic and motivational practices

Essential Criteria: Personal
Strong interpersonal skills / communication skills, written and verbal
Strong organisational and time-management skills
A desire to share your own practice and experience and support colleagues in their professional development.
A keen interest in the latest research into evidence-based teaching and learning strategies.
Ability to motivate colleagues to maximise their potential
Willingness and capability to develop a sound knowledge of current pedagogic and motivational practices
Flexible and innovative approach to work and challenges

Desirable Criteria
Successful teaching performance and experience in an HE environment
Mentoring and coaching qualification/s and/or experience
Hold Assessor and Verifier qualifications.
Experience of lesson observation and feedback to teachers and assessors.
An affinity with IT and social media as teaching tools, and/or a willingness to upskill in these areas
Knowledge and experience of Education Inspection Frameworks (Ofsted).
Hold a management qualification.
Bring an FE-focused network of collaboration that will benefit the College.
Experience of ProSolution (Compass) or other student records-based systems.

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08.30 - 17.00hrs, Monday to Friday but some flexibility will be required to meet the needs of the business. This is a term time only post. There may be some evening and weekend working required to support departmental 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 30 working days (pro-rata), 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 allocations 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 Teachers' 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. 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.