

TITLE OF POST:	Lead Teaching and Learning Coach
RESPONSIBLE TO:	Head of Teaching Learning and Innovation
GRADE:	Business Support – SP 44
SALARY:	£45, 348 per annum

Main Tasks

Summary: -

The postholder will be expected to undertake any of the duties set out below, subject to appropriate training, although he or she would normally concentrate on a particular area. However, in order to ensure a range of experience for the benefit of postholder and the College, duties may be rotated from time to time.

1. Act as a role model showcase good practice in teaching, learning and assessment-prepared to model strategies as part of peer coaching
2. Work cross college with links to specific curriculum areas-enable peer observation in these areas by covering teaching of classes as required
3. Plan and deliver 'Bite sized' CPD training sessions on a regular basis, including PD days and staff conferences –design and deliver own materials
4. Lead the TLC team to facilitate group coaching 'supported experiment' cluster groups-this includes teaching directly to students to role model best practice as part of project groups and covering teaching of classes on request to enable teachers to peer observe
5. Provide informal coaching, advice and support for individual teachers on a friendly, confidential basis to develop reflective practice
6. Develop a bank of online e-learning resources and share achievements on social media
7. Co-ordinate online coaching resources
8. Compile testimonials to promote the support TLC role and present in a creative way including via online platforms

9. Mentor members of the teaching and learning coaching team as required
10. Coach and mentor new staff, helping them to adapt to a variety of new strategies to their subject areas
11. Contribute new ideas on how to develop the sharing of good practice cross college
12. Provide formal support and coaching of teachers who have been referred by their line manager
13. Be proactive in meeting with Heads of Faculty and programme managers on a regular basis to promote this teacher resource. Identify individual and group needs, responding with appropriate training and coaching support
14. Attend Teaching and Learning Coach team meetings to collaborate on developing materials, share good practice and ensure consistency in providing support
15. Keep industry experience up to date by contributing online resources to share and attending relevant external teaching and learning events
16. Visit staffrooms on a regular basis to share good practice and facilitate discussions on teaching and learning
17. Conduct development visits to classes on request
18. Keep records of monitoring and tracking systems as required to measure impact including quantitate and qualitative data
19. Work flexibly over the year
20. Help plan and contribute to Staff Conferences.

The post holder will also be expected to:

- 1 demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
- 2 be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
- 3 demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;

- 4 abide by the College's data protection policy;
- 5 actively participate in the appraisal scheme;
- 6 participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
- 7 carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
- 8 Work within the College values.

The post holder will also be expected to:

- 9 demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
- 10 be proactive in identifying and pursuing opportunities that are appropriate to maintaining his/her continued professional development;
- 11 demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;
- 12 abide by the College's data protection policy;
- 13 actively participate in the appraisal scheme;
- 14 participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
- 15 carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
- 16 work within the College values.

The scope of this profile reflects the needs of the College at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.



Westminster Kingsway
central London's College

Person Specification

<i>Area to be assessed</i>	Essential	Desirable	How this will be assessed
<i>Qualifications</i>	1. Qualified teacher	1. Teacher trainer qualification	A/I
<i>Professional development</i>	2. Experience of ongoing professional updating and development in relevant fields. 3. Commitment to attending external events with a view to sharing and cascading		A/I A/I
<i>Knowledge</i>	4. An understanding of the reasons for an Equal Opportunities Policy and how it affects the immediate working environment and relationships with clients. 5. An awareness of safeguarding and how it relates to the work of this post in a further education College. 6. A good understanding of the concepts of stretch and challenge and how they each contribute to learner success. 7. A good understanding of the concepts of stretch and challenge and how they each contribute to learner success. 8. The ability to develop the use of English and maths within lessons 9. The ability to successfully use ILT within the curriculum		I A/I A/I A/I
<i>Experience</i>	10. Minimum 7 years teaching experience with an open mind and belief that strategies can be adapted across different subject areas 11. The ability to consistently provide excellent and inspirational teaching and learning-good or outstanding in observation 12. Min 2 years as a teaching and learning coach	2. Teacher trainer experience	A/I A A
<i>Skills and Abilities</i>	13. Good interpersonal skills and written and oral communication skills. 14. Excellent administrative and IT skills, including knowledge		I A

	<p>of Microsoft Office.</p> <p>15.Good organisational skills and high attention to detail.</p> <p>16.The ability to plan and monitor one's own workload, to ensure that deadlines are met.</p> <p>17.The ability to work effectively as a team member.</p> <p>18.A flexible approach to work in order to achieve deadlines.</p> <p>19.The ability to maintain records and produce relevant documentation as required.</p> <p>20.The ability to successfully mentor new and established members of staff</p> <p>21.The ability & confidence to design and deliver training materials to disseminate best practice in workshops and training sessions within faculties and across College</p> <p>22.Ability to mentor other coaches in 1-1 practice and T&D</p> <p>23.Ability to manage time to work efficiently across all college sites</p>		<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>A/I</p> <p>A/I</p> <p>A/I/T</p> <p>A/I</p>
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Please indicate how these will be assessed: AF (Application form), I (Interview), T (Task).