

ROLE PROFILE

General Details	
Job Title	Learning and Teaching Mentor
Vacancy Number	VN184
Department	Quality and Professional Development
Reporting to	Director of Quality and Professional Development
Responsible for	No direct reports
Place of work	Telford College (Haybridge Road and King Street Campuses)
Tenure	Permanent
Hours/FTE	37 hours per week
Salary	£23,029 - £34,554 per annum
Terms & Conditions	Lecturer
DBS	Enhanced
Closing Date	Monday 11th December 2017 at 9.00 a.m.
Interview Date	Thursday 14th December 2017

Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.

The Role

You will play a critical role in supporting a programme of continual improvement of learning, teaching and assessment across the College. Through a proactive, targeted and supportive approach you will enable teachers and assessors to achieve their full potential and ensure all students and apprentices benefit from innovative and effective learning within a progressive culture which strives for the highest standards.

You will be an outstanding role model capable of inspiring others to aim for the highest standards in learning and teaching practice. You will work with staff in a trainer or mentor capacity to develop their teaching skills, share good practice and support a culture of continual improvement.

Main Duties and Responsibilities

The successful applicant will be expected to:

- To work directly with teachers and support a culture of open collaborative working and ambition.
- Use coaching methods, to develop reflective practice in others and encouraging the use of new, dynamic learning strategies enabling sustainable and continual improvements.
- Play an active role in supporting teaching, learning and assessment improvement strategies associated to curriculum areas or courses identified as at risk.
- Work independently to coordinate, monitor and evaluate the standard of teaching and learning within designated curriculum areas and implement effective interventions to improve standards.

- Set, monitor and evaluate individual and curriculum teaching, learning and assessment action plans. Work closely with Directors and Learner Managers to ensure these targets are met.
- Deliver and support the planning of staff development workshops and bespoke curriculum activities related to key individual and curriculum requirements and take responsibility to ensure that these changes are implemented into classroom practice.
- Highlight, mentor, monitor and support staff who do not meet the College's professional teaching standards, liaising closely with Directors and Learner Managers throughout this process.

Specific Duties:

- Share excellence for learning, teaching and assessment and the improvement of student performance and progress.
- Support teachers and assessor with identified areas for improvement through collaborative action planning, sharing good practice and supportive class visits.
- Ensure quality strategies are effective with consistent models of follow up.
- As part of a team, coordinate, monitor and evaluate learning and teaching performance to inform supportive planning and professional development.
- Team teach, demonstrate techniques and develop learning, teaching and assessment masterclasses.
- Play an active role in the teaching, learning and assessment quality assurance processes as required: including moderation, sampling of work and Pro monitor.
- Enhance the quality of learning and teaching through interactive use of information learning technologies.
- Make judgements as to whether the learning and teaching action plans have been addressed to the acceptable standard or recommendations for further training and support is required.
- Liaise closely with the Directors, Learner Managers and Curriculum Practitioners to ensure that English and maths are fully embedded across the curriculum.
- Identify and develop cross college links for sharing good practice and peer reviews.
- Create, monitor, refer and close-down in collaboration with appropriate Managers individual learning and teaching action plans.
- Deliver bespoke staff training within curriculum areas and at cross-college events.
- Participate in curriculum reviews with learning walks, full learning session reviews, writing short descriptive reports on the standard of learning and teaching within designated curriculum areas.
- To establish a suite of excellent short term learning and teaching cover resources which ensure consistently high standards for all lessons.

Other Corporate Responsibilities

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

This role profile is current as the date shown. It is liable to variation to reflect changes in the role, priorities and circumstances.

PERSON SPECIFICATION

EVIDENCE KEY

A =	Application
I =	Interview
R =	References
T =	Test
P =	Presentation
C =	Certificate
Or a combination	

	Essential	Desirable	Evidence
1. Teaching qualification, e.g. Cert Ed, PGCE or DTLLs.	✓		A/C
2. Appropriate degree or professional/vocational qualification.	✓		A/C
3. Assessor Award.		✓	A/C
4. Internal Verifiers Award.		✓	A/C
5. Level 2 qualification (GCSE A* - C, or equivalent) in Maths and English.	✓		A/C
6. Evidence of consistent excellence in own learning and teaching practice.	✓		A/I
7. Significant and relevant vocational/professional experience where appropriate.	✓		A
8. Significant experience of teaching in further education or a similar environment.	✓		A
9. Excellence in providing differentiation in the classroom.	✓		A/I
10. Excellence in integration of ILT with the learning environment.	✓		A/I
11. Experience of carrying out lesson observations and learning walks.	✓		A/I
12. Successful delivery of staff development events.	✓		A/I

13. Experience of successfully mentoring or supporting teachers and/or assessors with the improvement of learning and teaching.	✓		A/I
14. Excellent verbal and written communication.	✓		A/I
15. Excellent presentation skills.	✓		I
16. The ability to inspire learners and colleagues with creativity, innovation and enthusiasm.	✓		A/I
17. Excellent track record of managing learner and improving performance.	✓		A/I
18. Evidence of Continuous Professional Development.	✓		A/I
19. An understanding of and commitment to diversity and equality of opportunity.	✓		A/I
20. Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others.	✓		A/I

ADDITIONAL INFORMATION

Conditions of Appointment

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

Equality and Diversity

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Location

The postholder will be required to carry out their duties on the College premises.

