

Role Description

Role Title: Quality Improvement Coach	Pay Grade: Lecturer scale
Normal Place of Work: Multi-site and remote where appropriate	Line Manager: Head of Teaching, Learning & Innovation
Normal Working Hours: to be discussed	Responsible For: n/a

ROLE PURPOSE

This exciting position has a broad and critical role within the College on its journey to excellence. You will support the Head of Teaching, Learning and Innovation in the monitoring and development of teaching, training, learning and assessment across the student journey.

The Quality Improvement Coaches will help to deliver a clear and innovative strategy to ensure all students to achieve their potential through a high-quality, inclusive education. You will work closely with curriculum managers and teams across the College to ensure that all staff are well supported and encouraged to strive for excellence in teaching and learning. You will maintain a keen awareness of, and engagement in national policy relating to the Further Education sector, as well as innovations in teaching and digital, to ensure that the College remains ahead of these changes.

You will empower staff, leading by example through positive relationship management with curriculum colleagues to exceed college objectives. You will support curriculum and quality managers through the delivery of a continuous improvement programme across the college that is focused on: students as partners, management of risk, advancing equality of opportunity, and the development of specialist skills and knowledge.

PRINCIPAL ACCOUNTABILITIES

1. Coach, mentor and support individuals and teams to achieve improvements and achieve exceptional progress for students and apprentices in teaching, learning and assessment.
2. Work with managers to drive improvements in student experience through robust monitoring and coaching strategies.
3. Develop and demonstrate innovative approaches to teaching, learning and assessment to support delivery across the College.
4. Support new staff through a comprehensive TLA induction, ensuring they are set for success.
5. Deliver workshops and CPD sessions for staff.
6. Lead the implementation of the College's Teaching & Learning Principles, fostering a culture of excellence.
7. Monitor departmental KPI's to identify and support areas for developments.
8. Use relevant pedagogical research and strategies to inform staff development and drive improvements in progress.
9. Attend external staff development events on teaching, learning and assessment and disseminate this practice via improvement sessions, workshops or staff development events.
10. Support the Quality team to prepare cross college reviews on teaching, learning and assessment.
11. Collate and add new resources, along with good practice 'guides', for teaching, learning and assessment (focusing on outstanding and innovative practice) to the Teaching & Learning and ALS SharePoint
12. Support the implementation of the College's Observation of Learning Policy, observing staff in a developmental capacity, including those on probation and initial teacher training programmes.

Key Relationships

All posts within the College require a high degree of team working. In particular, the postholder will need to develop and maintain key relationships, including:

<ul style="list-style-type: none"> Quality Managers 	To coach and support teaching, training, learning and assessment at an individual and school level as identified by the quality team. Providing accurate and timely reports to enable action to be taken where required.
<ul style="list-style-type: none"> Heads of Department and Programme Managers 	To identify and advise on strengths and areas for development in teaching, training, learning and assessment at an individual and department level as identified by the management teams.

<ul style="list-style-type: none"> Teachers/apprentice trainers/ALS staff 	Coach and support individuals and teams to achieve improvements and achieve exceptional progress for students and apprentices in teaching, learning and assessment.
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Generic Responsibilities

- To represent and promote the College values internally and externally; acting as an ambassador for business development on behalf of the College
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy and decision making
- To actively promote and act, at all times, in accordance with College policies, including, but not limited to: Health and Safety, Equal Opportunities, Prevent and Safeguarding, the Staff Code of Conduct and the College's Financial Regulations
- To actively promote and adhere to agreed College values
- To engage in implementing changes, promoting innovation
- To facilitate the achievement of the College's quality objectives including those from external bodies
- To undertake other reasonable duties commensurate with the level of post

Values

To role model the College values of inclusivity, honesty, respect and ambition.

Behaviours

To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.

Person Specification

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Qualified to degree level or equivalent professional qualification.	✓		AF/Cert
Teaching qualification and experience of teaching/assessing.	✓		AF/Cert
Relevant coaching or mentoring qualification		✓	AF/Cert
Higher education or master's degree in education		✓	AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Experience of achieving excellence in teaching, training, learning and assessment.	✓		AF/IV
Experience of supporting teachers / assessors for continuous improvement.	✓		
Knowledge of the latest innovations and practices in classroom and work based learning	✓		AF/IV
Experience of monitoring student / apprentice progress to achieve excellence in outcomes.	✓		AF/IV
Experience of designing and delivering effective teacher / trainer / assessor development sessions.		✓	AF/IV
Experience of supporting measures to assess the quality of teaching, training, learning and assessment, for example, observations, learning walks.		✓	AF/IV
Experience of influencing practitioners, inspiring change and regularly review of practice.		✓	AF/IV
SKILLS AND ABILITIES			
Excellent oral and written communication skills.	✓		AF/IV
Excellent interpersonal and networking skills.	✓		AF/IV
Good planning and organisation skills.	✓		AF/IV
Ability to commit to the College values, in particular around embracing diversity and the welfare of students.	✓		AF/IV
Ability to commit to continuous professional development, including engagement with relevant workplaces (industrial updating) linked to subject specialism.	✓		AF/IV
Ability to use IT at a level commensurate with job role.	✓		AF/IV
To role model and consistently exhibit: student focus; high expectations and aspirations for all; focused on progression and employment; pride in what we do and our place in the city; collaborative and continually improving.	✓		AF/IV

***Assessment method:**

AF = Assessed via application form

AT = Assessed via test/work-related task

IV =

Cert =

Assessed via interview

Certificate checked at interview

Signed

Date