

**Teaching and Learning Coach (Digital Technology Specialism)**

**Quality and Standards**

**Full time permanent contract**

**Ref: 20.40**

**1. The Appointment**

This is a great opportunity for a dynamic and professional individual qualified and experienced in teaching and digital technology to join a forward thinking College to develop and drive forward teaching learning and assessment improvement activities.

It is essential that you have the ability to build positive relationships, displaying excellent organisational and administrative skills demonstrating a flexible and professional attitude.

You must be able to demonstrate excellent communication skills, be flexible and have a pro-active approach to your work. You must have an eye for detail, be reliable, demonstrate the ability to work under pressure and have experience of working with individuals and teams at all levels.

The role will require you to embed the college’s values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

**2. The Post**

* 1. **Main Duties and Responsibilities**

1. To lead, develop, coordinate and drive forward teaching, learning and assessment improvement activities.
2. To work with all types of provision to improve and enhance the training and learning experience provided to learners.
3. Act as a role model of excellence to all teaching/training staff delivering training and learning to delivery teams.
4. To address the outcomes of quality assurance activity, learner and employer feedback, attendance, retention, progress, achievement and work placement to ensure positive interventions are implemented to support continual improvement.

1. Source, propose, plan, prepare, deliver coaching, training and interventions to continually improve teaching, training, learning and assessment, including the use of digital technology and independent learning, to continuously develop good practice and ensure the highest standards are met or maintained.
2. Provide development, enhancement, and training in online learning environments and digital technologies.
3. Develop, advise and support teams and individuals with a range of teaching, learning and assessment methods, materials and approaches that include digital technology to adequately prepare all learners for progression and career aspirations.
4. Develop and maintain high levels of personal skills using feedback from service users to continuously develop practice.
5. Keep abreast of local and national developments to continuously support the highest standards of teaching, learning and assessment across all types of provisions.
6. Identify appropriate ways of ensuring that teaching, learning and assessment develops maths and English skills appropriately to support all learners to make good or better progress against their starting points to support positive progression and meet individual career aspirations.
7. Assess and provide feedback on the quality of teaching, learning and assessment to support continuous improvement.
8. Provide advice, guidance and support to develop a culture of reflective practice across the entire organisation.
9. Develop and lead a model of peer learning and review networks to support continual improvement across the entire organisation.
10. A teaching commitment according to the needs of the organisation.
    1. **Other Responsibilities**

a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.

b) To apply the college’s own safeguarding policy and practices and attend training as requested.

c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

e) To present and promote an appropriate public image in representing the college.

f) To undertake any other duties as may reasonably be required commensurate with the post.

**3. Skills, Qualities & Knowledge**

|  | | Essential | | Desirable | |
| --- | --- | --- | --- | --- | --- |
| **Qualifications:** | |  | |  | |
| Cert Ed/PGCE or relevant training/ teaching qualification | | ✓ | |  | |
| Degree or relevant qualification | | ✓ | |  | |
| Literacy to at least Level 2 | | ✓ | |  | |
| Numeracy to at least Level 2 | | ✓ | |  | |
| IT qualifications/experience | | ✓ | |  | |
| **Experience:** | |  | |  | |
| Evidence of providing high quality, effective learning experience across different types of provision | | ✓ | |  | |
| Evidence of providing learning to group and individual | | ✓ | |  | |
| Experience of using Digital Technology to support learning | | ✓ | |  | |
| Experience of presenting ideas and information using digital technology in a clear, easily understandable manner | | ✓ | |  | |
| Experience of promoting and supporting staff in a wide range of learning technologies for both blended and distance learning | | ✓ | |  | |
| Experience of providing quality improvement across different types of provision (16-19 study programmes, adult programmes, apprenticeships, HE and full cost) | |  | | ✓ | |
| Experience of research and publication | |  | | ✓ | |
| **Skills** **/Knowledge:** | |  | |  | |
| Ability to inspire students and colleagues | | ✓ | |  | |
| Identify, interpret and apply knowledge and information | | ✓ | |  | |
| Ability to provide specialist expertise in implementing and using digital learning technologies and online learning materials | | ✓ | |  | |
| Ability to analyse information and situations and recommend ways forward using various data sources | | ✓ | |  | |
| Using creativity to provide a positive learning experience | | ✓ | |  | |
| Ability to develop and deliver effective learning materials | | ✓ | |  | |
| Listening and questioning skills | | ✓ | |  | |
| Provide constructive feedback | | ✓ | |  | |
| Ability to build positive relationships | | ✓ | |  | |
| Self-managing/reflective | | ✓ | |  | |
| Ability to plan and prioritise | | ✓ | |  | |
| Good time manager | | ✓ | |  | |
| Act as an effective professional ambassador of the college | | ✓ | |  | |
| Research and study | |  | | ✓ | |
| Handling conflict positively | | ✓ | |  | |
| Understanding of learning environment in the Learning and Skills sector and of the complexity of dynamics of the curriculum | | ✓ | |  | |
| Understanding of the role of facilitating learning to achieve effective learning processes | | ✓ | |  | |
| Knowledge of continual assessment process | | ✓ | |  | |
| Knowledge and evidence of on-going curriculum and professional development | | ✓ | |  | |
| Knowledge of local community and its needs | |  | | ✓ | |
| Knowledge of current national and international initiatives and how they are interpreted into the College`s strategic plan | |  | | ✓ | |
| Understanding of the changing sector requirements | |  | | ✓ | |
| **Qualities:** | |  | |  | |
| Ability to positively influence others | | ✓ | |  | |
| Enthusiasm | | ✓ | |  | |
| Self confidence | | ✓ | |  | |
| Commitment to students | | ✓ | |  | |
| Flexible | | ✓ | |  | |
| Open and responsive | | ✓ | |  | |
| Ability to articulate clearly and objectively | | ✓ | |  | |
| Cultural sensitivity and confidentiality | | ✓ | |  | |
| Reliable | | ✓ | |  | |

**4. Position within the College**

The post holder will be part of the Quality and Standards Department and will report directly to the Assistant Principal Quality and Standards.

**5. Terms & Conditions**

a) The post is offered on a West Nottinghamshire College Delivery Contract and is subject to those terms and conditions.

b) The salary will be within the qualified Delivery Scale £29,830 to £37,349 per annum

c) You will be entitled to 32 days leave (plus bank holidays)

d) You will be required to work 37 hours per week on a flexible basis.

e) The college operates a contributory Average Salary Pension Scheme, (Teachers’ Pensions).

f) The post holder will be located at Derby Road site of West Nottinghamshire College Site but may be expected to travel to other sites on occasions.

**6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Thursday 27th August 2020.**

**Interviews are scheduled to take place on Wednesday 9th September 2020**

[**www.wnc.ac.uk/vacancies**](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY**

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**