**JOB SPECIFICATION**



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| **MYERSCOUGH AND PROUD** |
| At Myerscough College and University Centre we have a nationally and internationally recognised Further Education, Higher Education, Adult Education and Apprenticeship provision. The Further Education provision is well established, the Higher Education provision has a well-recognised partnership with UCLan and the apprenticeship provision is operational nationally. We offer a rewarding and enjoyable working environment, where colleagues are inspired to make a positive difference to the educational experience and employability of our students. We are one of the top five largest land-based and sports colleges in the UK. |

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| **JOB TITLE** | **AREA OF WORK** |
| Digital Teaching and Learning Coach | Quality, Learning and Development Team |
| **SALARY** | **BENEFITS** |
| £33,923 - £38,527 per annum in accordance with qualifications and experience. | Teachers’ Pension Scheme  40 days annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Teaching, Learning and Initial Teacher Education | N/A |
| 1. **GENERIC KEY TASKS AND RESPONSIBILITIES**   **Refer to Management Guidelines regarding the determination of the duties of lecturing staff** | |
| Horizon scanning and ensuring we are at the forefront of digital innovation and the latest developments and emerging trends within the educational technology sector, including AI, to help plan, prepare for and capitalise on shifts and developments within the sector. Developing and sustaining a culture of digital curiosity and exploration which rewards innovation and sharing of good digital practice.  Providing an inspirational and digitally informed teaching and learning culture across the college and supporting excellence in inclusive digital practice to ensure teachers and learners reach the highest standards with positive results.   1. **Support and coach teaching staff in the delivery of digitally informed and inclusive excellent teaching, learning and assessment** 2. **Responsible for the effective promotion and embedding of assistive technology across the college** 3. **Ensure effective and successful implementation of the digitally informed curriculum across FE, HE and A&S provision.** 4. **Exploring the use of AI across all College functions to support workload** 5. **Actively seek and participate in projects to develop a digitally informed curriculum, leading in best practice** 6. **Source external sources of funding to support digital innovation and development across all provisions** 7. **Lead the delivery of digital CPD across the College including best practice with the Canvas Virtual Learning Environment and lead on the promotion of the MS Educator programme to upskill staff** 8. **In line with the Professional Standards for Teaching and Training – England actively promote and role model the professional values and attributes**   **9 In line with the Professional Standards for Teaching and Training – England actively promote, role model and embed professional knowledge and understanding into your practice**  **10 In line with the Professional Standards for Teaching and Training – England actively promote and role model the development of professional skills** | |

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| 1. **DUTIES** |
| 1. **Support and coach teachers to develop and deliver a digitally inclusive curriculum so their learners achieve their full potential**  * Positively lead the development and training of teaching staff to enable a digitally informed and inclusive curriculum across the college. * Promote and enhance the use of creative digital approaches in teaching and learning. * Promote and support the development of digital curriculum enhancement and the development of learner employability skills |
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| 1. **Support the delivery of excellent teaching, learning and assessment**  * Support and coach teachers to deliver inspirational digitally informed and inclusive teaching, learning and assessment to promote high levels of student satisfaction. * Be a role model of best practice in digitally informed and inclusive teaching, learning and assessment and provide mentoring and support to your colleagues. * Support teachers to produce effectively digitally informed and inclusive sequenced curriculum that motivates learners and ensures high success rates. * Participate in the observation of teaching and learning and support staff to address areas for improvement * Support and coach teachers to develop a range of innovative digitally informed and inclusive assessment methods to meet the requirements of awarding bodies, expected standards and address learner needs. * Support and coach teachers to produce effective digitally informed and inclusive assessment strategies to reduce front or end loading for learners, contribute to course team needs and provide for timely success. * Support and coach teachers to produce assessment briefs to expected standards. * Support and coach teachers to provide timely and effective feedback to learners that contribute to learner development and success. * Support and coach teachers to mark written work to high standards and support colleagues in this process. * Support and coach teachers to track and record learner progress effectively and in a timely manner to support high levels of learner success and positive value added. * Support and coach teachers to contribute to standardisation activities relating to delivery and assessment.   Support and coach teachers to comply with quality assurance in relation to module/unit management. |
| **3 Quality Assurance (QA)**   1. Comply with internal and external quality assurance requirements. 2. Participate in internal verification standardisation events, as required. 3. Ensure accurate guidance around digital developments and the use of AI related to malpractice and plagiarism in assessments. 4. Invigilate examinations following awarding body regulations, as required.   **4**  **Attend meetings as identified by Line Manager**   * Contribute to learning area meetings. * Attend staff performance management meetings. * Attend College meetings, as directed by Line Manager.   **5**  **Undertake continuing professional development (CPD) and lead the delivery of digital CPD, as appropriate in order to meet College and learning area objectives**   * Attend internal or external CPD as directed by Line Manager, CPD or HR. * Undertake technical updating to ensure current digital industry standards are embedded in working practices. * Support the delivery of digitally informed and inclusive CPD, where appropriate. |
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| **6 Exceed College standards**   * To promote College sustainability policies and strategies by personal commitment * To take an active role in all team activities to ensure full compliance with agreed safety, quality and environmental standards and expectations * You role model and promote the College values: * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do.   Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos.  Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved.  Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices.  Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses.  Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility.  Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal.  **7** **Disseminate good practice**   * Provide opportunities for less qualified/experienced staff to observe activities to support their development. * Provide support and stimulation during CPD activities across curriculum. * Lead by example the use of digital technology and innovative digitally informed and inclusive teaching, learning and assessment resources.   **8** **In line with the Professional Standards for Teaching and Training – England actively promote and role model the professional values and attributes**   * + Reﬂect on what works best in your teaching and learning to meet the diverse needs of learners.   + Evaluate and challenge your practice, values and beliefs and those of your colleagues.   + Inspire, motivate and raise aspirations of learners and staff through your enthusiasm and knowledge.   + Be creative and innovative in selecting and adapting strategies to help learners and staff to learn.   + Value and promote social and cultural diversity, equality of opportunity and inclusion.   + Build positive and collaborative relationships with colleagues and learners. |
| **9** **In line with the Professional Standards for Teaching and Training – England actively promote, role model and embed professional knowledge and understanding into your practice**   * Maintain and update knowledge of your subject and/or vocational area. * Maintain and update your knowledge of educational research to develop evidence-based practice. * Apply theoretical understanding of effective practice in teaching, learning and assessment drawing on research and other evidence and share good practice with your colleagues. * Evaluate your practice with others and assess its impact on learning. * Manage and promote positive learner and staff behaviour. * Understand the teaching and professional role and your responsibilities. |
| **10** **In line with the Professional Standards for Teaching and Training – England actively promote and role model the development of professional skills**   * Motivate and inspire learners and staff to promote achievement and develop their skills to enable progression. * Plan and deliver effective learning programmes for diverse groups or individuals in a safe and inclusive environment. * Promote the beneﬁts of technology and support learners and staff in its use. * Address the mathematics and English needs of learners and staff and work creatively to overcome individual barriers to learning. * Enable learners and staff to share responsibility for their own learning and assessment, setting goals that stretch and challenge. * Apply appropriate and fair methods of assessment and provide constructive and timely feedback to support progression and achievement. * Maintain and update your teaching and training expertise and vocational skills through collaboration with employers and other staff * Contribute to organisational development and quality improvement through collaboration with others and the Head of Quality, Teaching and Learning. |

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| 1. **KEY TASKS AND RESPONSBILITIES SPECIFIC TO LEARNING AREA AND / OR CURRICULUM LEVEL** |
| * Participate in research and scholarly activities, as required by your line manager. * Proactively enhance the academic reputation for your area role modelling and sharing best practice at all times both internally and externally. * Proactively enhance the education links for your area by positively promoting the area and College at internal and external events, building strong links with other educational establishments through visits, exchanges, forums etc and using this to enhance staff CPD and the student experience, as required. |

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| 1. **DUTIES** |
| * Development of a digitally informed and inclusive curriculum to students on courses in both Further and Higher Education programmes. * Develop new engaging and innovative methods of teaching, learning and assessment within learning areas. * Exploring the use of AI across all College functions to support workload * Enhance and promote a culture of best practice within and across curriculum areas. * To lead culture by example and ensure a high-quality learning culture is established across the College. * Support Curriculum Area Managers in monitoring the quality of teaching, learning and assessment and addressing areas for improvement via an effective CPD programme to meet both team and individual needs. * Work collaboratively with the Head of Teaching & Learning to develop and establish an effective system to measure the impact of support given to staff. * Inspire and motivate teaching staff and implement innovative teaching, learning and assessment practices. * Develop new engaging and innovative methods of teaching, learning and assessment. * Be part of the core lesson observation team. Influential in the development and implementation of teaching, learning and assessment practices to promote employability skills, learner satisfaction, success rates, value added scores, E&D, sustainability, inclusive learning and learning technologies. * Instrumental in the development and establishment of effective and appropriate assessment methods. * Help to implement and achieve all aspects of both the teaching and learning strategy and digital strategy. * Help to ensure all aspects of assessment strategies are achieved. * Enhance and promote a culture of best practice. Contribute to the updating of the VLE sites to support subject areas and teaching, learning and assessment sites. * Share best practice across all learning areas. * Help to organise and participate in annual events to showcase best practice examples of teaching, learning and assessment. * Support Curriculum Area Managers in addressing areas for improvement. Work effectively with the Curriculum Area Managers and the Quality Team to ensure both new and risk banded staff are best supported for teaching, learning and assessment. * Maintain staff training and support logs. * Production of timely reports based on digital teaching, learning and assessment within subject areas. * To successfully complete a structured framework of training linked to the role, which would include teacher observation training, coaching skills, appropriate awarding body and Ofsted updating. |

**Location of work**

Employees may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with the appropriate Line Manager.  Employees are expected to participate fully in the review and, following discussion, to update the relevant job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes following consultation with the relevant employee/s.

**FE/WPL** **EMPLOYEE SPECIFICATION**

(A) Assessed via Application form (I) Assessed via Interview

(P) Assessed via Presentation/Mini teach in interview (T) Assessed via Test

(PI) Post Interview

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| Degree or equivalent qualification (Level 6 qualification) in related subject (A)  Teaching qualification  Evidence of consistently effective teaching, high success rates and value added performance with learners (A/I)  GCSE, or equivalent, English and maths at Grade C or above or equivalent (A/I)  Evidence of highly successful teaching, training and coaching experience (A/I)  Excellent digital skills and knowledge with impact of creating a digitally informed and inclusive curriculum | Postgraduate qualification or willing to work towards  Membership of a professional body |
| ***Special Aptitudes*** | |
| Adaptable and able to work flexibly, within a team or on own initiative (A/I)  Able to demonstrate they are an inspirational role model for other staff and students (A/I)  Innovative and up to date with digital developments to support pedagogy  Knowledge of current thinking, best practice, different pedagogical approaches and research into T&L methods  Experienced at delivering CPD |  |
| ***Interests*** | |
| Subject related interests  Evidence of high levels of continued professional development (A/I)  Empathy with education (A/I) | Experienced at delivering CPD |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Excellent communication skills (I)  Approachable (I)  Person centred approach (I)  Positive and enthusiastic attitude (I) |  |

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| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |
| ***Circumstances*** | |
| Willing to apply for Disclosure and Barring Service clearance at Enhanced level (A/I)  Ability and willingness to work flexibly (A/I)  Willing to complete external work placement visits (A/I)  Ability to work evenings/weekends, as required – careers/conventions/recruitment events (A/I)  Possess a current driving licence or willing to travel as required by other means (A/I) | Prepared to travel for College work. |

Interviews will explore issues relating to safeguarding/the “Prevent” agenda and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| Digital Teaching and Learning Coach | Quality, Learning and Development Team |
| **SALARY** | HOURS OF WORK |
| £33,923 - £38,527 per annum in accordance with qualifications and experience. | Varied  Refer to Management Guidelines |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| 40 days pro rata annual leave to include up to 5 days to be taken between Christmas and New Year at direction of the Principal, plus Bank Holidays | Teachers’ Pension Scheme Employee Contribution Rate (as at 1 April 2024)  Contribution rate % Up to £34,289.99 pa 7.4% Employee£34,290 - £46,158.99 pa 8.6% Employee£46,159 - £54,729.99 pa 9.6% Employee£54,730 - £72,534.99 pa 10.2% Employee£72,535 - £98,908.99 pa 11.3% Employee£98,909 and above pa 11.7% Employee28.68% Employer You will automatically become a member of the TPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance  Refer to Staff Professional Code of Conduct |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |
| **CONTINUING PROFESSIONAL DEVELOPMENT** | |
| In order to comply with the Further Education Teachers’ Continuing Professional Development and Registration (England) Regulations 2007, you are required to:   * complete a minimum number of hours of continuing professional development every year; * maintain a record of the CPD you have undertaken; * make that record available to the College   Failure to comply with these requirements may lead to your dismissal. Full details of the College’s policy in relation to Continuing Professional Development is available to all employees | |
| **REQUIREMENT FOR TEACHING QUALIFICATIONS/ASSESSOR AWARDS** | |
| Teachers employed in a further education institution are required to hold the teaching qualifications prescribed by the Further Education Teachers Qualifications (England) Regulations 2001 and the Further Education Teachers Qualifications (England) Regulations 2007.  The type of qualification required depends on a number of factors, including the date on which employment commenced and the type of post which is held  The Corporation will review with employees, either prior to commencement of employment or shortly thereafter, the qualifications required for the post that applied for and will provide such assistance as it deems reasonable to enable employees, if required, to secure requisite qualifications.  In the event that the requisite qualifications are not achieved within the period specified in the Regulations, the Corporation may have no alternative but to terminate employment and to this end the Corporation reserves the right notwithstanding any other provisions of this contract, to terminate employment by giving notice in accordance with clause 30.3 | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| **BENEFITS TO YOU** | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| **WHAT YOU GET** | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |