



## Teaching and Learning Coach

### Job Description

<b>Department: Campus:</b>	Quality, Burslem & Cauldon Campus		
<b>Responsible to:</b>	Head of Teaching and Learning		
<b>Responsible for:</b>	(No direct reports)		
<b>Grade:</b>	Salary range: £30,427 - £42,136 per annum, pro rata (SCP 16 – 28, Grade 3 – 4)		<b>Hours:</b> Part-Time, 18.5 hours per week, Permanent (0.5 FTE)

#### Role Summary:

To provide teaching and learning support across the College and to drive teaching and learning to consistently good and outstanding. To coach curriculum delivery staff in the development of their teaching, learning and assessment practice.

To identify, develop and deliver professional development sessions and training material on key pedagogical concepts to share good practice and demonstrate outstanding teaching.

The successful applicant will join a team that plans, implements, and delivers Initial Teacher Training programmes to a range of learners on the Award/Certificate/Diploma in Education and Training, Learning Support Practitioner and the Assessment and Quality Assurance programmes.

#### Main Duties and Responsibilities:

##### Work Processes and results

- Work closely with the Director of Quality and HE, Head of Teaching and Learning, Heads of Learning, Subject Leads, Lecturers and Skills Coaches to ensure that there is a swift integrated programme of support and skills development to ensure teaching, learning and assessment is good or outstanding.
- Working with Lecturers, Skills Coaches and support staff to ensure teaching and assessment activities focus on developing learner's knowledge, skills and behaviours in meeting the local and national skills need whilst meeting the individual needs of learners.
- To coach staff within the Support to Improve process in developing their teaching, learning

and assessment practice.

- To identify, develop and deliver professional development sessions on key pedagogical concepts and/or emerging themes. This will involve working with the Heads of Learning and Head of Teaching and Learning in ensuring that all staff received the required training in order to improve teaching, learning and assessment practice.
- To developing online training content for the Teaching, Learning and Assessment Canvas staff development site.
- To participate in quality assurance activities, as required, and in line with the Observation and Teaching, Learning and Assessment procedure and Quality Strategy.
- To support new Lecturers and Skills Coaches to ensure that their teaching, learning and assessment practice is in line with College standards.
- To teach, coach and assess learners on an Initial Teacher Education Programme according to established guidelines, and provide a positive learning experience.
- To participate in open events, enrolment and interviewing applicants.
- To maintain appropriate standards of learner behaviour and attendance in accordance with college policies.
- To work flexibly as directed by the line manager.

### **Team Work**

- To work closely with the other Departments, as well as with partner agencies
- Coach staff members in quality improvement strategies to drive forward standards in teaching, learning and assessment
- Support and help co-ordinate peer observations for Lecturers and Skills Coaches and monitoring progress within the agreed area of responsibility.
- Help monitor the implementation of professional development within learning areas and providing regular updates to the Quality team.

### **Communication / Documentation**

- Communicate effectively across a wide range of audiences.
- Identifying teaching, learning and assessment training needs for implementation by the team.
- Develop and manage robust action plans for those staff within the Support to Improve process.
- Contributing to the College self-assessment processes by collecting and evaluating the impact of strategies deployed to improve teaching, learning and assessment.
- Contributing to the setting, monitoring and achievement of key performance indicators.

### **Personal Development / Performance**

- Demonstrate a commitment to continuing Personal/Professional Development.
- Develop the use of, and promote good practice in the effective use of academic technologies in teaching, learning and assessment, being aware of innovative and emergent trends in pedagogy, metacognition and educational technologies.
- Ability to observe and define priorities and timetables in the achievement of strategic and operational objectives.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

### **Equality, Diversity & Inclusion, Health and Safety and Strategy**

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

### **College Values**

- To demonstrate and uphold the College's values.
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate in making the College an inclusive environment in which to learn and work.

### **Safeguarding of Children and Vulnerable Adults**

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges. To attend relevant and associated training, as required.

### **General Data Protection Regulation and Data Protection Act 2018**

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

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*This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the postholder.*

*These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the postholder.*

*This Job Description and Person Specification is accurate as at June 2025. In consultation with the postholder, the College reserves the right to update, amend or vary its content, to reflect changes to, or modernisation of, the role.*



## PERSON SPECIFICATION

### Teaching and Learning Coach

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Po	Portfolio

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
<b>Qualifications/ Education/ Training</b>	<ul style="list-style-type: none"> <li>Level 4 Certificate in Education and Training or above.</li> </ul>	A	<ul style="list-style-type: none"> <li>Level 5 Diploma in Education and Training (DET) / DTLLS, PCET or equivalent or a firm commitment to obtain relevant qualifications within the first 12 months in post.</li> </ul>	A
	<ul style="list-style-type: none"> <li>Identified as having Highly Effective Teaching, Learning and Assessment Practice.</li> </ul>	A	<ul style="list-style-type: none"> <li>Assessor/verifier qualifications or a firm commitment to obtain relevant qualifications within the first 12 months in post.</li> </ul>	A
	<ul style="list-style-type: none"> <li>Level 2 English and Maths and a Level 4 Qualification or above in a subject specialism.</li> </ul>	A	<ul style="list-style-type: none"> <li>A Level 5/7 Coaching and Mentoring Qualification</li> </ul>	A
			<ul style="list-style-type: none"> <li>Master's Degree in Education or equivalent qualification.</li> </ul>	A
<b>Experience</b>	<ul style="list-style-type: none"> <li>A deep understanding of educational pedagogy, teaching and learning and assessment related to classroom-based practice, Apprenticeships and HE.</li> </ul>	I, P	<ul style="list-style-type: none"> <li>Recent experience of carrying out quality assurance sampling activities across different provision types.</li> </ul>	A, I
	<ul style="list-style-type: none"> <li>Evidence of implementing sustained improvements to</li> </ul>	A, I	<ul style="list-style-type: none"> <li>Recent experience of observing teaching,</li> </ul>	A, I

	<p>teaching, learning and assessment across a wider team.</p> <ul style="list-style-type: none"> <li>• Experience of mentoring and/or coaching people to improve their teaching, learning and assessment practice.</li> <li>• Evidence of continual, relevant and recent professional development.</li> <li>• Experience in the utilisation of technology in teaching, learning and assessment.</li> </ul>	<p>A, I</p> <p>A</p> <p>A</p>	<p>learning and assessment practice</p> <ul style="list-style-type: none"> <li>• Recent experience of delivering, assessing or quality assuring on an Initial Teacher Training Programme</li> <li>• A proven track record of achieving consistent improvements in the further education and skills sector.</li> </ul>	<p>I</p> <p>I</p>
<b>Skills/ Aptitudes/ Competences/</b>	<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills</li> <li>• Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and Prevent.</li> <li>• An understanding of safeguarding and its importance within the college.</li> <li>• Ability to plan and prioritise.</li> <li>• Effective time management skills.</li> <li>• Excellent administrative and organisational skills.</li> <li>• Able to work flexibly as part of a team.</li> </ul>	<p>A, I</p> <p>I</p> <p>A, I</p> <p>I, P</p> <p>I</p> <p>I</p>	<ul style="list-style-type: none"> <li>• Sound knowledge of developments within the FE Teacher Training/Education sector.</li> </ul>	<p>I</p>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Demonstrate a positive approach to equality and diversity and customer service.</li> <li>• Demonstrate an ability to take responsibility for your own and others Health and Safety at work.</li> <li>• Demonstrate a commitment to safeguarding and promoting student welfare.</li> <li>• Flexible and professional approach.</li> <li>• Ability to work as part of a team to achieve common objectives.</li> <li>• Demonstrate that you take responsibility, and ownership</li> </ul>	<p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p> <p>I</p>		

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	e.g. meeting deadlines, sharing practice, following organisational policies and procedures.			
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## **TERMS & CONDITIONS FOR ACADEMIC STAFF**

### **Conditions of Appointment**

All offers of employment are subject to a Probationary period of up to twelve months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

### **Pension Arrangements**

All eligible Academic Staff will be automatically enrolled into the Teachers' Pension Scheme (TPS) which provides comprehensive retirement benefits. It may be possible to transfer benefits from a previous company or private pension plan into the scheme.

### **Working Hours**

The standard full-time working week for all staff is 37 hours.

### **Maternity, Paternity & Adoption**

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, many of which provide benefits over and above statutory benefits.

### **Sick Pay**

The College has a scheme of enhanced sickness benefits.

### **Training and Development**

Stoke on Trent College was one of the first Colleges in the country to achieve the Investors In People Award. We remain committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-In process.

### **Holidays**

Full time Academic Staff are entitled to 39 days' annual leave per year as well as 5 days' additional leave to be taken on days directed by the Corporation (e.g. during the shutdown between Christmas and New Year). All staff are entitled to the 8 public bank holidays each year. There are a number of directed leave days each academic year and these are set out in the



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College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

### **Staff Parking**

Free and ample parking space is available on both sites, subject to availability at peak times.

### **Trade Union Representation**

The College acknowledges and accepts the importance of consultation and partnership with employee representatives. Accordingly, it recognises UCU for all employee consultation issues affecting Academic Staff.

### **Salary Payments**

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or the previous working day if the 27<sup>th</sup> falls on a weekend or bank holiday day.

### **Salary Progression**

Salary progression will be in accordance with the criteria approved by the Corporation.

### **Notice Periods**

The amount of notice you are required to give and entitled to receive is 3 months. In the event of redundancy, the notice period that Academic staff are entitled to receive is 4 months. Fixed term employees will serve notice as per their contract of employment. The notice period applicable during a probationary period is 1 month.

### **Location of Work**

Your principal place of work will be at the site given in the contract of employment and job description of the post. However, you may be required to work on either temporary or indefinite basis, at any premises at which the Corporation may from time to time provide services.

### **Equality of Opportunity**

Stoke on Trent College is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be justified in relation to employment, education and training.