ROLE DESCRIPTION

1. JOB TITLE: Teaching, Learning and Assessment Coach

2. CONTEXT:

High quality Teaching, learning and assessment is integral to the success of our students in achieving their chosen next steps. The quality strategy is key to providing assurance that the College continues to deliver an 'outstanding' experience to learners in line with OFSTED expectations. The department is key to driving quality systems and processes which support a culture of continuous improvement. The quality team support staff across the College group to understand and implement the professional expectations expected by staff and support them to meet these expectations.

3. MANAGEMENT ACCOUNTABILITY

Responsible to: Head of Quality

4. MAIN PURPOSE OF JOB

- The main purpose of the role is to provide support for staff with teaching, learning and assessment processed and procedures. The Quality and improvement function works with colleagues across the College group to support the embedding of quality assurance systems; and to support the identification, delivery and monitoring of strategic training and development which supports quality improvement.

5. GENERAL AND COLLEGE RESPONSIBILITIES

- Contribute to delivery of the annual Quality Strategy, to support delivery of the College's strategic objectives and core values.
- To work within the Quality and Improvement Team to ensure that quality assurance procedures are in line with the College's and Ofsted's expectations.
- To support the delivery of Quality Improvement through the training and development of staff
- To support the Quality and Improvement activities to assist in the development and monitoring of Quality Improvement Targets.
- To provide information and data to support the monitoring of quality assurance.
- To work closely with curriculum areas to ensure that IV and EV reports meet awarding body requirements.
- To support quality audits that are undertaken, including any internal or external inspections.
- To provide support for staff, learner, and employer surveys.
- Support the Head of Quality to ensure the College is effectively prepared for Ofsted and other external funding agency and awarding body inspections.

- Support the Head of Quality in the planning and delivery of an annual programme of quality audits which are delivered via observations, desktop audits and customer feedback to include: o teaching and learning, schemes of work, learner profiles, assessment of work, course reviews, internal verification, virtual learning environment
- Performance management, single record, service standards, development records, reporting records, surveys
- Provide support for the College's annual cycle of Quality Assurance, including analysis of data and the production of management reports using relevant systems (ProObserve)
- Support with the distribution and management of formal surveys which provide feedback from key stakeholders, including students, parents, and employers
- Act as a point of contact for external agencies in relation to all quality assurance requirements.
- Support the identification of training needs and the development of managers and staff to facilitate the sharing of good practice and setting high standards through a culture of continuous quality improvement.

General and College Responsibilities

- Participate actively and flexibly in a range of College-wide activities, such as duty rotas, enrolment and marketing events and staff and student activities.
- Participate in training and team development activities, to update knowledge and skills:
- All employees have a general duty in law to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions.
- Understand and be committed to the College's Health and Safety Policy statement and the College's safety priorities and be aware of his/her contribution to such priorities.
- Be aware of and comply with the health and safety legislation and other College requirements that are relevant to his/her post.
- Demonstrate commitment and enthusiasm to promote the principle of equality and diversity in employment and service delivery:
- Be familiar with and promote the Equality and Diversity Policy.
- Be familiar with Safeguarding requirements as outlined in the Safeguarding Policy and comply with its requirements to safeguard and protect the welfare of children, young people, and vulnerable adults.
- Undertake such additional duties or projects as the Principal or line manager may determine from time to time, after consultation with the post holder.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the jobholder. They do not form part of the jobholder's contract of employment.