

# JOB TITLE: Teaching, Learning and Assessment (TLA) Coach

**GRADE**: Advanced Teacher

**RESPONSIBLE TO**: Head of Teaching, Learning, and Assessment (TLA)

**BANDING:** Point 37 – 40

**JOB PURPOSE**:

As a Teaching, Learning and Assessment (TLA) Coach you will lead high-quality professional development, training and mentoring for teaching staff, and related curriculum colleagues, including managers where required, across all provision types at Dudley College. You will be allocated to a range of areas in which you will support and challenge colleagues to develop TLA practices to ensure that teachers understand what excellent TLA looks and feels like so that the experience students receive is high-quality.

The approach adopted by the TLA team will contribute to a motivated, respected, and effective teaching workforce that is fully engaged in their professional development and who enable students to excel. To achieve this, you will ensure professional development is innovative, targeted, and built on current research and effective practice in education. As part of your role, you will regularly contribute to the monitoring and reporting on teaching standards. These activities will support colleagues to achieve College, department, and individual development priorities.

As a TLA Coach, you will be a positive role-model in visibly driving Dudley College’s professional behaviours and practices.

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**MAIN DUTIES AND RESPONSIBILITIES:**

**Main Duties:**

1. Lead and effectively manage continuous professional development (CPD) for teachers and curriculum-facing staff which promotes high levels of learner satisfaction, progress, retention and achievement and progression.

2. Collaboratively work with Curriculum Managers, Curriculum Leaders, and the Quality team to ensure that TLA strengths and areas for improvement are known and subsequent activity is effective, timely and drives improvement.

3. Monitor and report on quality of TLA in assigned areas, including through TLA evaluation activity (e.g. class visits, learning walks, teacher triangles, work scrutiny, learner voice) reporting against key performance indicators and benchmarks; and implementing robust improvement plans where necessary.

4. Lead CPD and mentoring programmes, which significantly contribute to curriculum development, innovation, and support growth of the curriculum.

5. Contribute to the analysis of impact of CPD through collaborating effectively with internal and external TLA and curriculum experts, using robust evidence to inform improvement plans and activities.

6. Foster a culture of reflective practice and curiosity in teachers / student-facing staff and managers, so that they are motivated to continuously improve their practices and enhance the student experience.

7. Lead on the implementation of the College’s Teaching, Learning and Assessment Strategy and underpinning procedure.

**Specific Duties:**

1. Identify and implement TLA improvement strategies including through evaluation of teaching, learning and assessment activity (observation, learning walks, work scrutiny, learner voice), targeted for curriculum areas and/or provision types which improves attendance, retention, achievement, attainment, and progression

2. Work collaboratively with line managers, in-year and through their self-assessments, so you are assured they understand what excellent TLA looks and feels like and know how their areas perform against those standards.

3. Participate and lead on CPD initiatives to improve TLA practices, outcomes for learners and to ensure teaching staff fully engage with their own professional development through the individual development/action plan.

4. Support the delivery of the College’s teacher training programmes.

5. Ensure the effective monitoring and evaluation of improvement activities mechanisms to measure impact and produce regular data for consideration of senior management.

6. Contribute to the induction and mentoring of new teaching staff to ensure they are equipped for their role and to support strong retention for new staff.

7. Prepare and deliver high quality learning activities that drive the professional learning of teachers and contribute to improved outcomes for learners.

8. Use initiative to drive TLA improvement in your area. For example, this might be co-planning, co-delivery, or joint work scrutiny to review assessment and feedback quality.

9. Work with staff across all delivery types (including the Special Educational Needs and Disabilities department, Apprenticeships, and Higher Education) to ensure all teachers are raising TLA standards and the needs of all students are met.

10. Ensure a sharp focus on best practice / new initiatives (internally and externally) related to TLA and disseminate this information effectively across the college.

11. Ensure your knowledge of the requirements of regulatory organisations, Ofsted, Teaching Excellence Framework, is up to date and informs you in your role.

12. Ensure your CPD is up to date and supports the College’s TLA strategy for all provision types.

13. Work with colleagues with cross-college improvement strategies e.g. embedding development of English, mathematics, and employability skills, developing digital learning approaches, and other specific TLA improvement priorities.

14. Role model the College’s desired professional behaviours, particularly in providing honest and constructive evaluation of provision, empathic engagement with colleagues, putting learners first and displaying high levels of integrity.

15. Working with the Head of TLA, engage in externally funded TLA projects and/or research and innovation that enhances TLA practices.

16. To deliver a 0.2FTE timetable of high-quality teaching and learning in your own area of subject specialism.

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**Standard for all Jobs**

- To perform services not only for the College but also for any subsidiary as required.

- To take a proactive role in the identification of personal and group training and developmental needs which support college objectives and to actively participate in the fulfilment of identified training and development needs.

- To take responsibility to ensure that all students are safe and feel safe in the

college environment and to follow all safeguarding and prevent policies and

procedures.

- To contribute promotional activities both inside and outside the College and to assist in the production of promotional and publicity materials as required.

- To operate at all times within both the spirit and the practice of the College’s Equal Opportunities policies.

- To be aware of and work with due regard to safety and safe practice. To meet statutory requirements and to report any hazards / unsafe practices or incidents as appropriate.

- To represent the College in the best light at all times.

- To maintain such records and undertake administrative duties as may be determined by the College.

- To carry out any other duties in connection with the appointment which may be reasonably determined from time to time by the Chief Executive and Principal or line manager.

This job description is intended to provide a guide to the general duties and responsibilities of the specified post and to set in context the framework within which the post holder will operate. It should not be regarded as a legal document nor a set of conditions of service.

The job description sets out the main duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the post. Such variations are common occurrences and cannot of themselves justify a reconsideration of the grading of the post.

This job description will be reviewed regularly and may be varied in the light of the business needs of the college.

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Prepared by: Adrian Walker, Assistant Principal - Quality

Date: June 2024

Name of post holder (*please print*): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed by post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 

**JOB TITLE:** Teaching, Learning and Assessment Coach

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| **CRITERIA** | | **E** | **D** | **Method of Assessment** |
| **Formal Qualifications**   1. Appropriate degree or professional/vocational qualification. 2. Teaching qualification. 3. Numeracy and literacy skills (to at least level 2 or equivalent) | | P  P  P |  | Exp of Int/Sk au  Exp of Int/Sk au  Exp of Int/Sk au |
| **Experience**   1. At least 3 years’ experience of teaching in further education or a similar environment. 2. Proven track record of excellent teaching and learning. 3. Successful teaching across a range of provision types, e.g. technical, academic, high needs, higher education, apprenticeship, tutorial, distance/online, etc... 4. Significant experience of effectively using a range of TLA strategies that result in excellent learner outcomes. 5. Experience of staff mentoring and/or coaching. 6. Experience of carrying out lesson observations. 7. Proven track record of supporting and developing staff with improved outcomes. 8. Good working knowledge of the College’s quality systems. | | P  P  P  P  P  P  P  P |  | Exp of Int/Sk au  Exp of Int/Int  Exp of Int/Int  Exp of Int/Int  Exp of Int/Int  Exp of Int/Int  Exp of Int/Int  Exp of Int |
| **Safeguarding**  1. Must be suitable to work with young people and  vulnerable adults. | | P |  | Exp of Int/  Int/Checks |
| **Skills and Abilities**   1. Strong interpersonal and communication skills. 2. The ability to quickly win the trust and respect of colleagues. 3. The ability to inspire and invigorate colleagues to be committed to engage constructively in TLA improvement activities. 4. The ability to be a team player that proactively works with others to be solution focused. 5. Ability to prioritise, manage own time, and reliably meet deadlines. 6. Excellent track record of managing learner performance. 7. Excellent knowledge of adaptive teaching and inclusivity in the classroom. 8. Excellent knowledge of the integration of digital learning practices with the learning environment. 9. Competent in using MS Office products and relevant management information systems. 10. Ability to vary TLA improvement approaches depending on the context of the situation. 11. Highly professional in conduct and approach. | | P  P  P  P  P  P  P  P  P  P  P |  | Exp of Int/Int  Int  Int  Exp of Int/Int  Exp of Int/Int  Exp of Int/Int  Exp of Int/Int  Exp of Int/Int  Exp of Int  Exp of Int/Int  Exp of Int/Int |
| **Training**   1. Evidence of Continuous Professional Development. 2. Assessors Award. 3. Internal Verifiers Award. 4. Equality and diversity. | | P | P  P  P | CPD Rec  Exp of Int/Sk au  Exp of Int/Sk au  Exp of Int/Int |
| E = Essential  D = Desirable | Exp of Int = Expression of Interest Int = Interview  CPD Rec = CPD Record  Ref = Reference MT = Micro Teach  Obs doc = Observation documentation  Checks = Disclosure and barring service  Sk au = Skills audit | | | |

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| Our mission: outstanding technical and professional learning, which raises aspirations, develops skills and changes lives. |

DUDLEY COLLEGE OF TECHNOLOGY OPERATES A NO SMOKING POLICY