

## Job Description

Post: Teaching and Learning Innovator

Responsible to: Senior Leadership Team member of the College or Business Unit in charge of Teaching, Learning and Assessment

Summary of post: To work in conjunction with the Senior Team, supporting the ongoing improvement of teaching, learning and assessment across the business unit.

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### Specific Duties:

1. To play an active part in the College or Business Unit's quality improvement plan and other teaching learning and assessment strategies, using up-to-date pedagogical knowledge to support senior leaders to make improvement across the business unit where required.
2. To be a mentor/coach to any staff that need targeted support to improve, as a result of being new to role, on support for improvement or as part of the rapid improvement process.
3. To develop and lead staff development activities as directed by the senior leadership team, either to support with areas of the quality improvement plan, or to support the drive to "outstanding".
4. To work closely with the Senior Innovators to continually develop and improve pedagogical knowledge to ensure practice is fresh, current, and relevant to the needs of our learners and staff.

5. To be an advocate for best practice in teaching, learning and assessment and to actively encourage excellence against the TLA Top 10 and the Outstanding Programme Standards.
6. To undertake and lead on education development initiatives as requested by the Senior Leadership Team.
7. To identify and support the development and sharing of high-quality learning resources, working in collaboration with other teaching and learning innovators across the group to share best practice, resources, and ideas to support and implement the TLA Top 10 and the Outstanding Programme Standards

**To be considered for the role of Teaching and Learning Innovator you must have a teaching role**

**General Duties and Responsibilities:**

1. To participate in the staff support & development scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and College policies and guidelines in respect to health & safety and data protection.
4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.

10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

**Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting
<b>Skills</b>				
1.	Ability to undertake effective mentoring/coaching with the ability to enthuse and inspire staff	✓	✓	6
2.	Ability to effectively utilise ILT within teaching and learning	✓	✓	4
3.	Evidence of successful coaching and/or mentoring skills	✓	✓	6
4.	Excellent communication and presentation skills	✓	✓	6
5.	Qualified teacher status with a good track record of continual professional development	✓	✓	6
6.	Excellent leadership skills with the ability to effectively manage change	✓	✓	4
7.	A creative approach to coaching and CPD to inspire the pedagogical improvement of others	✓	✓	6
8.	Actively contribute to the College's Safeguarding and PREVENT practice, procedures, culture and ethos	✓	✓	6
<b>Experience</b>				
1.	Demonstrable experience of a pro-active enthusiastic approach to introducing quality improvements	✓	✓	6

2.	At least 2 years successful teaching experience with evidence of good outcomes for learners	✓	✓	6
3.	A sound understanding of and commitment to achieving excellence in teaching, learning and assessment	✓	✓	6
4.	A demonstrable awareness of Safeguarding, Prevent, Equality and Diversity	✓	✓	6
<b>Education</b>				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
3.	Level 3 relevant qualification	✓		6
4.	Qualified teacher status with a good track record of continual professional development	✓		6

### Advice to candidates

**This post is subject to an enhanced disclosure from the Disclosure and Barring Service.**

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

**6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.

**4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.

**2** Other relevant - . It would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.