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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Teaching Innovation Coach

**Department:** Excellence & Innovation

**Hours:** 37 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Head of Quality & Teaching Innovation

**Reports:** N/A

**Salary / Scale:** Lecturer Band B £33,487.00 - £39,941.00 per annum (dependent on skills and experience)

**Date of Issue:** May 2025

**Organisation Chart:**

Executive Director - Excellence & Innovation

Head of Quality & Teaching Innovation

Teaching Innovation Coach

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1. **Aims and Purpose of the Post**
   1. The Teaching Innovation Coach plays a key role in improving teaching quality, learner engagement, and student outcomes across the college.
   2. This role supports teaching staff in developing their pedagogical practice, embedding innovative teaching methodologies, and ensuring that all students receive a high-quality learning experience.
   3. Working closely with the Head of Quality & Teaching Innovation, the postholder will lead on coaching, mentoring, CPD initiatives, lesson observations, and curriculum development to help drive continuous improvement and outstanding teaching, learning, and assessment (TLA).
   4. To develop, deliver and assess the in-house qualifications available for teaching staff.
   5. To monitor and respond to the quality of TLA through lesson observations, learning walks and coaching walks
   6. Role model best practice in delivering TLA, delivering 272 hours (0.33fte) of teaching per year (this includes the delivery of teaching training programmes)
2. **Specific Responsibilities**

To be responsible for the TLA support, monitoring and progress within an allocated location/s to be reviewed annually.

* 1. **Teaching, Learning, and Assessment (TLA) Improvement**
     1. Work alongside teaching staff to enhance lesson planning, delivery, and assessment practices.
     2. Deliver one-to-one coaching and group workshops to develop high-impact teaching strategies.
     3. Provide constructive feedback and action plans following lesson observations and learning walks.
     4. Support staff in embedding active learning, student engagement techniques, and differentiated instruction into their practice.
     5. Assist in the integration of English, Maths, and employability skills across all curriculum areas.
  2. **Staff Coaching and Mentoring**
     1. Offer confidential, supportive coaching for lecturers, tutors, and assessors to improve their teaching effectiveness.
     2. Work with new and developing lecturers to support their professional growth, confidence, and classroom management skills.
     3. Lead on the implementation of the peer observation programmes to encourage staff collaboration and knowledge sharing.
     4. Develop and deliver tailored CPD (Continuing Professional Development) sessions to enhance pedagogical practice.
  3. **Innovation in Teaching & Digital Learning**
     1. Champion the use of blended and digital learning strategies, ensuring staff are equipped to use interactive technology, and remote learning tools effectively.
     2. Work closely with the Head of Digital Innovation to integrate e-learning, AI-driven tools, and emerging educational technologies.
     3. Research and share best practices in teaching innovation, including gamification, flipped learning, and project-based learning.
  4. **Quality Assurance and Compliance**
     1. Support the Head of Quality & Teaching Innovation in lesson observations, learning walks, and staff development plans.
     2. Ensure that quality standards for Outstanding Teaching and Learning are fully embedded in practice.
     3. Work with curriculum teams to ensure compliance with awarding body standards, HE frameworks, and internal teaching quality benchmarks.
     4. Contribute to the Self-Assessment Report (SAR) and Quality Improvement Plan (QIP) by providing insight into teaching trends and areas for improvement.
  5. **CPD and Training Delivery**
     1. To actively seek best practice in teaching and learning from a variety of sources and disseminate this to teaching teams within the college and upskill the staff to share.
     2. Design and deliver structured CPD workshops, training sessions, and knowledge-sharing events for staff.
     3. Organise and support in the delivery of Teaching and Learning Conferences, Innovation Hubs, and cross-college best practice forums.
     4. Support the delivery of initial teacher training (ITT) and ongoing professional development programs.
     5. Collaborate with external partners and industry bodies to keep up to date with current educational research and innovations.
  6. **Student-Centred Learning and Engagement**
     1. Ensure teaching approaches support diverse learning needs, SEND students, and inclusivity initiatives.
     2. Promote active, student-led learning models that empower learners to develop critical thinking and problem-solving skills.
     3. Support tutors in implementing effective assessment for learning (AfL) strategies, ensuring meaningful student feedback.
  7. **General Duties** 
     1. To attend both day and evening meetings, courses, etc. considered to be of benefit to the College and the individual.
     2. To promote and adhere to the College’s Safeguarding Policies and Procedures.
     3. To promote and adhere to the College’s Health & Safety Policies and Procedures.
     4. To manage student conduct in accordance with College policies.
     5. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
     6. The active promotion of and commitment to best practice in equity, diversity & inclusion.
     7. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
     8. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or faculty other than that to which they were originally appointed.

Core Benefits;

Teachers’ Pension Scheme Health Cash Plan\*

44 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed;……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUITY, DIVERSITY & INCLUSION** |

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| **Person Specification; Teaching Innovation Coach** |

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Degree and relevant teaching qualification (PGCE, Cert Ed, QTLS, or equivalent) | X |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Assessor and/ or Verifier Qualification (or willingness to work towards) | X |  |
| Coaching qualification (e.g., ILM Coaching and Mentoring, Advanced Coaching Training, or equivalent) |  | X |
| **Experience & knowledge** |  |  |
| Proven experience in teaching, coaching, or mentoring within Further or Higher Education | X |  |
| Strong understanding of student engagement, differentiation, and inclusive teaching practices | X |  |
| Excellent IT skills including good working knowledge of databases, excel and word | X |  |
| Strong knowledge quality assurance processes | X |  |
| Experience of working within the HE / FE sector |  | X |
| Outstanding teaching and learning practitioner | X |  |
| Knowledge of apprenticeships, work-based learning, and technical education |  | X |
| Demonstrable contribution to driving teaching and learning improvement | X |  |
| Experience delivering CPD, staff coaching, or professional development programs | X |  |
| Experience in supporting initial teacher training (ITT) or early career lecturer development. |  | X |
| Excellent coaching and mentoring skills, with the ability to inspire confidence in others | X |  |
| Experience using AI-driven learning tools, gamification, and advanced digital pedagogies |  | X |
| Knowledge of blended learning models, digital learning platforms, and e-learning strategies |  | X |
| Experience of line management |  | X |
| Data-driven approach, capable of analysing teaching quality metrics and student performance trends |  | X |
| **Personal Attributes** |  |  |
| Proactive and self-motivated, with a passion for improving teaching and learning standards | X |  |
| Innovative mindset, always looking to introduce new ideas and teaching approaches | X |  |
| Flexible approach to work to allow for evening and weekend working | X |  |
| Strong interpersonal and communication skills, able to work collaboratively with staff across all departments | X |  |
| Excellent written and oral communication skills. | X |  |
| Excellent time management and organisational skills. | X |  |
| Ability to handle sensitive situations professionally, providing constructive feedback in a supportive manner | X |  |
| Ability to promote the College and carry out College business appropriately and professionally at all times to enhance the College reputation | X |  |
| Ability to positively engage with, inspire and influence people at all levels both internal and external to achieve results | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Service Website.