

**POST TITLE:** HE DIGITAL COACH  
(20% AND 40% CONTRACTS AVAILABLE)

**POST NUMBER:** WREQ2433

**GRADE:** LECTURER SCALE 1-8

---

## JOB PURPOSE

The Digital Coach will have the qualities of an innovative and inspiring educator, working within curriculum teams to develop growth mindsets for 'digital', nurturing experimentation and innovation. They will ensure staff are adhering to new disability legislation and meet Office for Student (OfS), QAA and TEF requirements. They would work across the full breadth of HE provision, including the IoT and apprenticeships. Working collaboratively with the FE Digital Learning team and other coaching roles, Digital Coaches will support teaching staff to develop the application of technology in teaching, learning and assessment. Digital Coaches will work as part of the cross-college coaching and professional development team. Contributing toward cross-college staff development to cover a range of themes, including:

- Digital accessibility to enable inclusion
- Blended and flipped learning methodologies
- 21st Century Learning Design (21CLD)
- Digital experimentation/innovation
- QAA - Building a Taxonomy for Digital Learning

Digital Coaches will form a key mechanism for developing the digital resilience of teaching staff. During a time of rapid technological progress in education, our staff must be empowered to seek digital solutions to common challenges, gauge the impact and be encouraged to share effective practice. In part, this will be achieved by Digital Coaches overseeing and growing the annual 'Digital Advocate' programme; a growing community of practice, open to practitioners from across curriculum with a special interest for technology in education.

Digital Coaches are not a technical support role; however, they will be well placed to refer teaching staff to the Digital Learning team for support and core skills development. Digital Coaches will also benefit from access to dedicated support and training and will contribute toward the design and delivery of the Digital COG CPD programme.

The intended impact of the Digital Coach is to improve the quality of teaching, learning and assessment practice. This should positively impact learners and apprentices, improving their overall experience and outcomes. This should include the rate and amount of progress learners make in developing their skills, knowledge and behaviours. Digital Coaches should also positively impact on the digital skills and capabilities of teaching staff.

Digital Coaches must remain up to date on impactful and emerging digital practice. They will regularly seek out professional learning opportunities to ensure that they are familiar with the most up-to-date knowledge regarding the development of technology in teaching, learning and assessment.

## KEY TASKS / DUTIES

- Work as part of the cross-college coaching and professional development teams which will provide a range of development and support for staff (this will include quality improvement activities, TLA, CPD, Digital learning and additional learning support).
- Develop a positive, growth mindset for digital, overseeing and growing the 'Digital Advocate' programme to develop a community of practice for staff with a special interest in technology for teaching, learning and assessment.
- Contribute toward the design and delivery of the 2020/21 Digital COG programme, focusing on learning design methodologies through action research. This forms part of the cross-college staff development programme: Cognition.
- To support staff in their digital approaches to learning and teaching, and to develop their ways of talking about digital methods of delivery in correlation to QAA guidance (Building a Taxonomy for Digital Learning).
- Support aspects of Teaching, Learning and Assessment Reviews, providing a digital perspective; gauging the effectiveness of practice and accessibility of the digital learning experience.
- Observe teaching, learning, assessment, providing high quality review and reflect meetings and action planning.
- Provide individual support and coaching to staff in line with their individual improvement plans.
- Where necessary, refer teaching staff to the Digital Learning team for individual skills development and/or technical assistance.
- Plan and deliver a series of themed training sessions based on the application of technology in teaching, learning and assessment.
- Work with the Digital Learning team to create and deliver specific and focussed training sessions in response to college, faculty and divisional Quality Improvement Plans.
- Participate in 'EdTech Forums' to develop and monitor cross-college approaches identified within the College's Education Technology Strategy.



# JOB DESCRIPTION

- Work toward a Microsoft Certified Educator certification and be an active participant within the Microsoft Educator Community, logging appropriate activity on the Microsoft Education Training Tracker.

## **OTHER DUTIES**

In addition to the requirements of the post above, you are required to:

- Provide support for the induction and mentoring of new lecturers and assessors within a faculty.
- Engage in research for digital pedagogies and promote new theories / methods that stimulate innovation and promote reflection
- Build a portfolio of staff engagement activity as part of an annual Microsoft Innovative Educator Expert application.
- Comply with Information Security requirements in line with College policy.
- Undertake other duties as may be required by the Principal to reflect changes and developments commensurate with the post.

## **KEY TARGETS**

Targets will be set and agreed, normally prior to the start of the academic year. They will be process monitored and updated on a termly basis. The following is a list of areas for which targets will be set, it is not exclusive and is likely to change in line with external and internal strategies:

- Student Progress including:
  - Improve/sustain achievement rates to meet outstanding threshold.
  - Improve/sustain value added to exceed national benchmarks.
  - Improve/sustain learner and apprentice satisfaction rates to meet outstanding thresholds.
- Staff feedback and satisfaction levels. As a result of CPD and coaching, ensure staff feedback and satisfaction levels meet our outstanding threshold.
- Demonstrate progress against key aims and objectives of the College's 'Education Technology Strategy 2019-2021'.

## **SPECIAL NOTES**

For internal candidates, the post will attract one/two days remission a week, dependent on the contractual hours.

This post and its duties are in addition to the successful candidate's current post.

## HEALTH AND SAFETY

All representatives of staff have a duty to maintain the safe and clean conditions of their workplace area and to co-operate with Weston College on matters of health and safety. This will include assisting with risk assessments and carrying out appropriate actions as required. Staff are required to refer to Weston College's Health and Safety Policies in respect to their specific duties and responsibilities.

## STAFF DEVELOPMENT

All staff are required to participate fully in Weston College's staff development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

## CONDITIONS OF SERVICE

The College standard Contract for Service for Academic staff applies.

### **SALARY**

Lecturer Scale, 1-8:            20% contract – £4,744.40 to £6,875.40 per annum.  
   40% contract – £9,488.80 to £13,750.80 per annum.

### **HOURS**

Hours of attendance:        20% contract - 7.4 hours per week.  
   40% contract - 14.8 hours per week.

Teaching contact hours:    To be confirmed.

Annual leave:                 20% contract – 71.1 hours per annum, inclusive of  
   statutory bank holidays and company closures.

   40% contract – 142.2 hours per annum, inclusive of  
   statutory bank holidays and company closures.

*Weston College reserves the right to direct up to 5 days of your annual leave entitlement for efficiency purposes.*

As a representative of Weston College, you will be committed to developing your technical skills to enhance learning, including the use of the virtual learning environments and classroom equipment.

***Weston College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff and volunteers to share this commitment.***

	ESSENTIAL	DESIRABLE
Five GCSEs at grade 4 / C or above (or equivalent), including English and Mathematics. <i>All applicants must be able to provide evidence of a Level 2 qualification in English and Mathematics, or be willing to undertake the Qualification whilst in post.</i>	✓	
At least 2 years teaching experience, with a teaching qualification or actively working toward a teaching qualification.	✓	
A growth mindset and special interest in how technology can enhance, extend and transform teaching, learning and assessment.	✓	
To have a track record of delivering good or outstanding teaching and learning.	✓	
To have a proven track record of supporting and developing staff with improved outcomes.	✓	
Passionate about teaching, learning and assessment and a keen desire to improve student progress.	✓	
Passionate about using technology to widen participation and to enable digital inclusion.	✓	
The ability to differentiate support depending on the individual needs and starting points of staff.	✓	
Experience of delivering staff development or training sessions in teaching, learning, assessment.		✓
High expectations for one's self, learners/apprentices and peers and able to recognise differences in success.	✓	
Highly motivated toward collaborating with others for the benefit of learners and apprentices.	✓	
Ability to plan and prioritise own workload and work without close supervision.	✓	
Excellent interpersonal and communication skills.	✓	
Highly professional in conduct and approach.	✓	
Working knowledge of: <ul style="list-style-type: none"> <li>Ofsted requirements and frameworks for FE and teacher training.</li> </ul>		✓