



## Teaching & Learning Coaches (TLCs)

Document	Part of College Quality Framework
Policy owner:	Vice Principal for Quality
Policy Author	Vice Principal for Quality
Version	1.1
Review date	July 2023
Applies to:	All teaching staff and Teaching and Learning Coaches
Monitoring and evaluation:	The arrangements for supporting teaching staff will be under continuous review in year as the College's OTL processes continue. The volume, coverage and outcomes of the support process will be reported to the SLT and Governors at regular intervals. Alongside team reporting/updating, individual support interventions to line managers via reports.

### Associated documents/policies for this area:

	College Strategy
	College KPIs
	CPD/WfD Policy
	Equality & Diversity Policy
	Group Tutorial Policy
	College Quality Calendar
	Observation of Teaching, Learning & Assessment

Principles	<p>The Quality Improvement Team includes professional coaching, training and development to support teachers and assessors to improve and exceed against all college teaching, learning and assessment expectations to enable all learners to achieve and develop a process of continuous improvement</p> <p>All teaching, learning and assessment actions are recorded and shared with the line manager, the Head of Teaching, Learning and Improvement on an online system</p> <p>Teaching and Learning Coaches (TLCs) are recruited from within the established teaching staff to provide a range of support, including for example:</p> <ul style="list-style-type: none"> <li>• 1:1 development and professional coaching via a GROW model as needed</li> <li>• Team support in developing innovation and improvement to teaching, learning and assessment</li> <li>• Pastoral themed materials development</li> </ul>
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	<ul style="list-style-type: none"> <li>• Drop-in active coaching methods to support individuals</li> <li>• Coordinate action research projects as appropriate</li> <li>• Delivering planned CPD activity via Teach Meets and CPD/Conference Days</li> <li>• Best practice sharing events such as Professional Exchange Groups via AoC</li> <li>• Supporting Communities of Practice</li> <li>• E-learning innovations alongside E-learning advisors</li> </ul>
Purpose	<p>To share excellent practice to support the improvement of the quality of learning, teaching and assessment and to ensure an outstanding learning experience for all our students.</p> <p>Teaching and Learning Coaches (TLCs) are remitted 4 hours per week; 144 hours across the academic year. They are placed as determined by the Quality Directorate to foster and develop the quality improvement of teaching, learning and assessment at school level and ensure teacher induction and support is in place. They report to the Director of Curriculum but accountability of quality improvement actions to the HoTLI.</p> <p>There are 4 posts.</p> <p>These post are open to all teaching staff who have a full teaching qualification and who have achieved a good or better observation if a graded observation or a very high proportion of exceeds standards in OWL reports. The post is also open to Curriculum Managers.</p> <p>Funding for remission of these posts from the Quality Budget totals: 576</p>
Functions and role descriptor	<ol style="list-style-type: none"> <li>1.1 Work across the College and support all teachers, personal tutors, and assessors, providing expertise, support and developmental coaching to staff through the peer mentoring and coaching</li> <li>1.2 Provide intensive support and development to a case load of staff as directed by the Head of TLI to raise standards in line with re-observation needs.</li> <li>1.3 Support Heads of School to ensure that all teachers, tutors learning support assistants and assessors engage in observation and CPD development as agreed in appraisals/reviews and post OWL action plans</li> <li>1.4 Provide support to staff to engaged in observation and development, helping to ensure that the initiative delivers College TLA improvements in year</li> <li>1.5 Provide data and reports that inform planning, delivery and review of LTA development initiatives including impact tracking for the HOTLI and Quality team reporting to CLT and to line managers on request</li> <li>1.6 Deliver training and development coordinated through the Quality Improvement Team and as part of Teach Meets and CPD</li> <li>1.7 Deliver / support local action research projects such as Communities of Practice in year</li> <li>1.8 Support and facilitate delivery of CPD workshops as listed in the annual college CPD compendium based around Teach Meets.</li> <li>1.9 Maintain own expertise in best practice learning, teaching and assessment strategies, methodologies and techniques by engaging in Teach Meets and online research and CPD</li> <li>1.10 Engage in professional coaching training and development in order to assure the quality of TLA support and development to colleagues such as AOC professional Exchange Groups</li> <li>1.11 Share good practice across teams, sites and individuals as directed by the Head of Teaching, Learning &amp; Improvement</li> <li>1.12 Deliver professional coaching to teachers, and assessors utilising skills, knowledge and understanding gained through training on online systems</li> <li>1.13 Engage in professional coaching training and development in order to assure the</li> </ol>

	<p>quality of e-learning is improved in year to support innovation and improvement in year with support of ELAs</p> <p>1.14 Ensure all new staff complete an initial “teaching” induction plan and engage in a developmental observation prior to a formal probationary OTL and follow a GROW model as appropriate in coaching</p> <p>1.15 Attend meetings in year to ensure consistency of approach and share practices with the Quality Team</p>
Monitoring	All TLCs are expected to keep records of coaching and impact trackers in year

## APPENDIX 1

### New Teacher Induction meeting log

Teacher:		Date started:	
Teaching & Learning Coach			

	New starter signature	Date completed
1. Initial contact made and meeting schedules in place (online version completed)		
2. Review of College templates: Lesson plan, Scheme of Learning and Work, Group Tutorial		
3. College Assessment (Q8 policy) & Feedback expectations including SPOCK marking code		
4. How to 1: Use online systems for recording targets		
5. How to 2: Use online systems for recording meetings/disciplinary with students		
6. How to 3: use online portal (Moodle) /ELA referral as necessary		
7. Teacher's Toolkit ( online resources) & pedagogic support		
8. Group Tutorial Resources (Moodle)		
9. E-learning support (E-trakr and Evolve) – refer to Quality for 121 support from EDSC		
10. How to 4: getting CPD support and professional discussion via "Teach Meets" and 121 coaching if appropriate		
11. Developmental/peer observation of new starter within 4 weeks and agree set of ongoing support and blended learning to enhance practices and prior to formal observation process		

TLC signature:		Date:	
New teacher signature:		Date:	
Date when complete:			

Keep copy for TLC records, return copy to local line manager and original with new starter and upload copy to Quality Folder.