



JOB DESCRIPTION

POST TITLE	:	Teaching and Learning Mentor
LOCATION	:	On site delivery
SALARY:	:	£40,665
RESPONSIBLE TO:	:	Head of Teaching and Learning
CLOSING DATE:	:	9.00am Monday 12 October 2026
INTERVIEW DATE:	:	Tuesday 20 October 2026

Main Purpose of the Post

To effectively drive and lead the implementation and impact across College of teaching and learning to ensure high quality and consistency of learner experience across all provision types in line with the College's Learning & Teaching Strategy and relevant policies. This role involves up to 3 teaching hours per week.

Responsibilities

- To work closely with Head of teaching and Learning, Head of Quality and Head of Quality Enhancement to deliver high-quality teaching, learning and classroom support across the whole organisation.
- To contribute to the central monitoring, tracking and reporting processes to secure consistent excellence in teaching and learning.
- Lead and manage coaching and mentoring and support for new and existing staff.
- Coordinate and quality assure cross college quality of education activities, including Learning Walks, Lesson Visits and associated training. To track, monitor and review quality of teaching and learning and report on current practice, outcomes, key themes, areas of best practice and areas requiring improvement.
- Develop and deliver bespoke training in response to identified development needs.
- Work with the Head of Teaching and Learning, Head of Quality and Head of Quality Enhancement to develop a high-quality Online Learning and Teaching Hub.
- Coordinate cross-college innovation and developments in learning and teaching practice, including digital developments.
- Support the coordination and quality assurance of support for Early Career Teachers (ECTs), including effective induction, mentoring, targeted professional development and progress monitoring, ensuring sustained development against the relevant professional standards.

- Support the training, support and standardisation of mentors, coaches and staff undertaking learning visits and learning walks, ensuring feedback is consistent, developmental and aligned with the college's teaching Standards.
- Coordinate the operational implementation of the Teaching and Learning Policy across all provision types, reporting progress, impact, emerging risks and areas for development to the Head of Teaching and Learning.
- Maintain accurate central systems for tracking learning visits, learning walks, professional development and identified actions, ensuring actions are followed up and completed within agreed timescales.
- Work alongside curriculum managers to coordinate informal support plans for teaching staff, providing targeted coaching, mentoring and professional development and reviewing the impact of the support provided.
- Provide targeted professional development against the college's Teaching Standards, including inclusive and adaptive teaching, curriculum planning and sequencing, recap and retrieval, assessment and feedback, progress monitoring and the effective deployment of classroom support staff.
- Coordinate, monitor and report on staff engagement with professional development expectations, including annual CPD hours and evaluating the resulting impact on teaching practice and learner outcomes.
- Prepare and present appropriate reports related to teaching and learning in line with the college's quality cycle.
- Undertake any other duties that may be reasonably required within the scope of your job role and level.

This job description gives an accurate outline of the duties of the post at the time it is drawn up. It is not exhaustive and other related duties may be necessary from time to time. It should be read in conjunction with other documents and will be updated annually through the College appraisal process in consultation with you. The College as an employer is fully committed to supporting you in effective performance of all aspects of the job description.

Hours:

Core hours are between 8.30 – 5.00 pm every day and teams are expected to work flexibly in regards to their start and end times, subject to the needs of the learners and the wider team, and hours can fall outside of the core hours detailed above.

PERSON SPECIFICATION

POST: Teaching and Learning Mentor

DIVISION: Teaching & Learning

<u>QUALIFICATIONS</u>		Essential (E)/ Desirable (D)	To be identified by:
1	Degree or equivalent level qualification in an area relevant to Curriculum	E	Application form
2	Recognised teaching qualification	E	Application form
3	Relevant on-going professional learning and development	E	Application form
4	Possess or be willing to work towards an appropriate Health & Safety qualification within 12 months	E	Application form
5	Higher degree	D	Application form
6	Management qualification	D	Application form
7	Management training	D	Application form
<u>KNOWLEDGE</u>			
1	Thorough knowledge of ITE curriculum and assessment framework	E	Application form/ Interview
2	Thorough, expert knowledge of education and pedagogy, including professional standards, policy and requirements	E	Application form/ Interview
3	National developments relevant to 14-19, apprenticeships, adult and university education	E	Application form/ Interview
4	Issues of quality and standards in the College sector including the demands of external inspection and implementing quality management processes.	E	Application form/ Interview
5	Academic knowledge of 14-19, apprenticeships, adult and university education curriculum	D	Application form/ Interview

6	Good Understanding of Ofsted Inspection Toolkit	D	Application form/ Interview
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EXPERIENCE

1	Extensive successful teaching on appropriate Programmes in a College context	E	Application form/ Interview
2	Experience of successful teaching on ITE programmes	D	Application form Interview
3	Effective leadership and management of staff	E	Application form/ Interview
4	Successful curriculum and staff development	E	Application form/ Interview
5	Compliance with College systems to manage effectively e.g. quality and examinations systems	E	Application form/ Interview
6	Successful management of relevant vocational, adult or university Education programmes	E	Application form/ Interview
7	Experience as an external examiner	D	Application form
8	Involvement in cross-college initiatives	D	Application /form Interview
9	Management of budget and resources	D	Application form/ Interview
10	Successful development of commercial programmes	D	Application form/ Interview

PERSONAL

1	Excellent communication and administrative skills	E	Interview
2	Significant experience of utilising IT both inside and outside of the classroom with a willingness to enhance IT skills if necessary	E	Interview
3	Commitment to ongoing professional development	E	Interview

4	Enthusiasm for the role or further education in building and changing lives	E	Interview
5	Commitment to College's Single Equality Policy	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to the delivery of excellent teaching and support to our students	E	Interview
2	Good teamworking skills and commitment teamworking	E	Interview to
3	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
4	Regular and Reliable Service* (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)	E	References/ Health Assessment

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*