

# LINCOLN COLLEGE JOB DESCRIPTION



Lincoln / Newark / Gainsborough

|                      |   |                      |                |
|----------------------|---|----------------------|----------------|
| <b>Post Title:</b>   | Learning and Teaching Advanced Practitioner - Digital learning and Data Performance | <b>Post Number:</b>  | LC1271P        |
| <b>Line manager:</b> | Director – Performance and Standards  | <b>Grade:</b>        | LTAP - £41,500 |
| <b>Department:</b>   | Performance and Standards   | <b>Last Updated:</b> | August 2024    |

## Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

## Our Mindset



## Job Purpose:

- To serve as a 'champion' in effectively promoting, modelling and securing extraordinary digital and enhanced technological learning, assessment and teaching across the College's provision that results in excellent outcomes for learners.
- Timely secure, collect, analyse, interpret and report on all relevant key performance data regarding outcomes for learners across all types of provision.
- Working with the Director – Performance and Standards, ensure the high-quality of all digital and enhanced technological content used in the teaching and assessment of all types of provision results in learners acquiring core digital fluency and thriving in their studies.
- Working with the Performance and Standards team, to pay a relentless focus on motivating, enabling, upskilling teachers and assessors to improve any identified areas for improvement in their digital and enhanced technological teaching and assessment practice.
- Foster innovation by implementing, piloting and monitoring new 'E-learning' materials and resources with high-performing teachers before successful roll out across the College.
- Together with the Director – Performance and Standards, work effectively and collegiately with leaders, managers and the CIS team to produce meaningful, timely reports on all key aspects of learners' performance.
- Promote assistant principals and curriculum leads' successful '7 Steps' curriculum planning through their effective use of labour market intelligence and the 'Pro-Resource' financial planning tool.
- Working with relevant managers and the Quality and Compliance Officer – Apprenticeships, ensure assessors incisively use the 'Smart Assessor' e-learning platform to record, track and evaluate their apprentices' progress in a timely manner.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To serve as a 'champion' and effectively promote, model and secure extraordinary and excellent enhanced technological learning, assessment and teaching across the College's provision, thus enabling learners to acquire core digital knowledge and skills and confidently and fluently apply in order to excel.
2. Working with the Director – Performance and Standards, ensure the high-quality of all digital and enhanced technological content used in the teaching and assessment of all types of provision.
3. Take part in deep dives and learning walks to observe and report on the quality of digital and enhanced technological learning, assessment and teaching.
4. Play a key role in motivating and enabling underperforming teachers, assessors and progress coaches to improve their digital and enhanced technological teaching and assessment practice.
5. Working with the Performance and Standards team, to pay a relentless focus on motivating, enabling and upskilling teachers and assessors to improve any identified areas for improvement in their digital and enhanced technological teaching and assessment practice.
6. Keep up-to-date with trends and new products impacting on digital and enhanced technological learning and teaching in the education sector and promote relevant adoption across the College where appropriate.
7. Foster innovation by implementing, piloting and monitoring new E-learning materials and resources with high-performing teachers before successful roll out across the College.
8. Train teachers, assessors and progress coaches to improve their digital and enhanced technological teaching and assessment skills through 'Determined to Educate', 'Golden Hour' and other training and upskilling events.
9. Together with the Director – Performance and Standards, work effectively and collegially with leaders, managers and the CIS team to produce meaningful, timely reports on all key aspects of learners' performance.
10. Timely secure, collect, analyse, interpret and report on all key performance data regarding outcomes for learners across all types of provision.
11. Work closely with members of the Performance and Standards team, Senior Leadership team, curriculum leads, the CIS team, administration staff and the IT team to ensure timely, specific data and information is secured to inform on a broad range of performance.
12. Promote assistant principals and curriculum leads' successful '7 Steps' curriculum planning through their effective use of labour market intelligence and the 'Pro-Resource' financial planning tool.
13. Help enable leaders and managers to accurately forecast and successfully monitor key performance targets through their effective use of the 'Pro-Target' performance planning tool.
14. Working with relevant managers and the Quality and Compliance Officer – Apprenticeships, ensure assessors incisively use the 'Smart Assessor' e-learning platform to record, track and evaluate their apprentices' progress in a timely manner.
15. Work productively with curriculum leads and teachers across the College to ensure they effectively use the 'Mark book' tracking tool to document the progress of their learners; that a standardised and coherent approach is secured to enable leaders and managers to fully grasp the overall progress of all types of learners.
16. Act as a lynch-pin between assistant principals and the CIS team to ensure performance 'dashboards' reflect organisational needs and that managers successfully use to secure operational improvement.
17. To comply with the Health and Safety requirements relevant to the post of Data and Performance Officer.
18. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.
19. To promote the importance of Equal Opportunities, Diversity and British Values throughout all day-to-day activity.
20. To maintain high professional standards and expertise by conducting relevant professional development and upskilling.
21. To be responsible for the safeguarding and promoting the welfare of children and vulnerable adults wherever applicable within the role of Data and Performance Officer.

**NB: This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**

## PERSON SPECIFICATION

|   | Knowledge   | PSM   |
|---|---|-------|
| 1 | High level of knowledge of a broad range of up-to-date digital and enhanced technological teaching and assessment resources that successfully enhance learning in the post-16 education sector. | A/I   |
| 2 | A secure understanding of a wide range of electronic systems, platforms and processes that are used internally to measure and monitor performance in the post-16 education sector.              | A/I   |
| 3 | Strong grasp of the key performance measures used by stakeholders such as the Department for Education, Ofsted and the Office to assess the performance of GFE colleges.                        | A/I/T |
| 4 | Teaching qualification at Level 5 or above.   | A/I   |

|    | Skills/Abilities – Interpersonal   | PSM   |
|----|--|-------|
| 5  | Proven ability to motivate teachers and assessors to continually improve the standard of their digital and enhanced technological teaching and assessment and improve outcomes for learners.   | A/I   |
| 6  | Agility to timely collect, analyse, interpret and report on all relevant performance data regarding outcomes for learners across all types of provision.   | A/I/T |
| 6  | Ability to innovate and implement, pilot and monitor new E-learning materials and resources with proven success.   | A/I   |
| 7  | Key skills to accurately interpret findings from a range of quality improvement and assurance processes and collaborate with colleagues in the Performance and Standards team to drive and secure timely improvement of identified weaknesses in the digital and enhanced technological teaching and assessment of learners. | A/I/T |
| 8  | Possess the presentational and pedagogical digital skills and fluency to model best practice with staff in the use of the College's electronic systems, platforms and processes.   | A/I/T |
| 9  | Proven ability to demonstrate best practice and coach staff to adopt and effectively use digital materials, resources and tools in their teaching and assessment.  | A/I   |
| 10 | Acute skills in working with internal and external stakeholders to ensure data reporting systems and processes reflect organisational needs and that managers successfully use to secure operational improvement.  | A/I/T |
| 11 | Agility to handle difficult or challenging situations in a calm but resilient manner and always maintain the key focus is the learners' experience and outcomes.   | A/I   |
| 12 | Ability to work in a non-discriminatory manner at all times.   | A/I   |

|    | Experience   | PSM |
|----|--|-----|
| 12 | Proven expertise of driving, securing improvements in the quality of digital and enhanced technological teaching and assessment and outcomes for learners.                       | A/I |
| 14 | Proven experience of innovating, piloting and establishing new E-learning materials and resources that improve teachers' and assessors' practice and improve learners' outcomes. | A/I |

|    |   |     |
|----|---|-----|
| 15 | Experience of working productively and collegiately with leaders, managers to produce meaningful, timely reports on all aspects of learners' performance.   | A/I |
| 15 | Expertise of working collegiately with leaders and managers across a large organisation to ensure data reporting systems and processes reflect organisational needs and that managers successfully use to secure operational improvement. | A/I |
| 14 | Experience of timely collecting, analysing, interpreting and reporting on all relevant performance data regarding outcomes for learners across all types of provision.  | A/I |
| 15 | Evidential experience in demonstrating best practice and coaching staff to adopt and effectively use digital materials, resources and tools in their teaching and assessment.   | A/I |

|    | Work Related Circumstances   | PSM |
|----|--|-----|
| 16 | Willingness to conduct relevant and continuous professional development.                                     | A/I |
| 17 | Willingness to work at times outside the College's 'standard' core hours' day.                               | A/I |
| 18 | An understanding of, and commitment to, Lincoln College's purpose, priorities, 'corner stones' and mind set. | A/I |

|                     |                                   |
|---------------------|-----------------------------------|
| <b>Prepared By:</b> | Matthew Vaughan, Deputy Principal |
| <b>Date:</b>        | August 2024                       |

| Proposed Selection Method Key (PSM) |               |          |
|-------------------------------------|---------------|----------|
| A = Application                     | I = Interview | T = Test |