



## Job Description

<b>Organisation:</b>	Leeds City College
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	N/A
<b>Core Job Role:</b>	Advanced Practitioner
<b>Job Title:</b>	Advanced Practitioner
<b>Reports to:</b>	Deputy Director
<b>Grade</b>	SO2
<b>Date of compilation:</b>	October 2023

### CORE RESPONSIBILITIES:

1. To drive forward the strategy of the Quality, Teaching & Learning directorate, supporting curriculum management and teams to improve TLA, progress and outcomes for learners.
2. Adaptability to work in departments that require rapid TLA intervention and improvement across the organisation
3. Inform and support action plans that provide rapid intervention and improvement.
4. To work in partnership with the advanced practitioners (TLA), ilearn, quality coordinators and curriculum teams to lead on the TLA improvement.
5. To embody excellence in standards of TLA through the use of varied, appropriate and engaging methods.
6. Effectively support the development of staff skills, digital literacy and improvements, through the design and delivery of training, mentoring and professional learning activities.
7. Support and develop a culture of sharing good practice and professional achievements, maximising every opportunity to showcase best practice across the colleges.
8. Support staff to be reflective practitioners who are able to review, change and improve classroom performance and behaviours, to maximise the impact on TLA.
9. To network and be an ambassador for TLA and quality for the organisation, both internally and externally.
10. To support the effective induction, training and development needs of new staff in their initial probationary period.

11. Maintain and update knowledge of educational and technological research to develop evidence-based practice for methods of intervention
12. Work towards and continuously review individual professional development objectives and the targets of the directorate, as part of the quality and performance review process and the staff development plan.
13. To achieve the college Licence to Visit & Licence to Coach status and take an active part in the quality assurance of TLA, share good practice and contribute to the planning and support process for identified areas for improvement, including monitoring visits.
14. Support curriculum management and teams in adapting approaches to TLA that target student engagement and progress.
15. Liaise with curriculum managers and directors to effectively plan for support following rapid improvement plan meetings.
16. To maintain records and evidence of activities undertaken, to report on progress and assess impact on TLA and effectiveness in the role.
17. To attend TLA team, quality and other meetings as required. |

#### **GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:**

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

##### **Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

##### **Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

##### **Passion & ambition**

*Encouraging all to think aspirationally, inspiring others to do the same.*

##### **Ownership & performance**

*Using our robust business planning model to allow areas to have clear ownership over their vision and remit.*

##### **Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

##### **Collaborative & responsive**

*Proactively seeking opportunities to create synergies and positive outcomes for all.*

## Person Specification

<b>Job Title:</b>	Advanced Practitioner
<b>Department</b>	Leeds City College

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,  
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Teachers, Trainers and Lecturers must hold a level 5 Teaching Qualification	A/C
E	Q2. Consistent 'observation' profile of 'good or better', meeting or exceeding the required national standards	A/T
E	Q3. English and Mathematics at Level 2 or above	A/C
D	Q4. Relevant degree or highest professional qualification relevant to subject specialism	A/C
D	Q5. Google Educator Level 1 (or equivalent) or willing to work towards	A/I/C

D	Q6. Society for Education QTLS and ATS (Advanced Teacher Status) or commitment to achieve in a timely manner	A/C
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Recent and current experience of teaching in FE and supporting the development and improvement of TLA	A/I
E	EK2. A proven track record of developing innovative practice	A/I
E	EK3. Demonstrates current knowledge and understanding of pedagogy and a holistic approach to teaching, learning and assessment	A/I
E	EK4. Demonstrates significant experience of working successfully with different groups of staff and students	A/I
E	EK5. A proven track record of raising the standards and improving performance e.g. attendance, retention, achievement, success, value added, progression	I/T
D	EK6. Up to date knowledge of educational and technological research to develop evidence-based practice	I
E	EK7. Experienced and confident practitioner with progress tracking systems such as ProMonitor, Markbook, ProPortal, Onefile, RARPA	A/I
E	EK8. Knowledge of intervention strategies and how these can be used to ensure maximum impact on student progress	I
D	EK9. Experience and knowledge of different types of quality assurance of teaching, learning and assessment	I/T
E	EK10. Proven track record in supporting curriculum areas to improve performance in teaching, learning and assessment	A/I/T
D	EK11. Recent experience of facilitating or contributing to staff development events or professional learning activity	I
<b>Skills and Competencies</b>		

Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Outstanding skills and competence in TLA and proven levels of performance that meet and exceed targets and expectations.	A/I/T
D	SC2. Evidence of innovation in TLA, beyond traditional classroom delivery	A/I
E	SC3. Evidence of the embedding of effective technology enhanced learning in TLA	I
E	SC4. Proven ability in target setting, monitoring and reviewing, including student progress data	A/I
E	SC5. Ability to relate to, support and work with, students and staff of all abilities	A/I
E	SC6. Excellent communication, influencing and interpersonal skills	I/T
E	SC7. Ability to utilise coaching and mentoring skills	I/T
E	SC8. Demonstrated leadership skills in a professional context	A/I/T
E	SC9. Ability to motivate, inspire and enthuse staff and learners	I
E	SC10. Excellent organisational and presentation skills	I/T
E	SC11. Ability to use initiative, problem solve and overcome barriers with a 'can do' attitude	A/I/T
E	SC12. Ability to take responsibility and work on your own initiative with minimum supervision and guidance.	A/I
E	SC13. Ability to gather and interpret quantitative and qualitative data to monitor, review and report on impact and progress, including your own.	A/I/T
E	SC14. Skilled and confident in navigating progress and data systems and/or management information systems.	A/I
<b>Behavioural, Values and Ethos</b>		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Support and promotion of equality, diversity and inclusion	I

E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I