

J o b D e s c r i p t i o n

Position:	Professional development (T&L) practitioner
Faculty/School/Service:	Education
Reference:	ENG-199/P
Grade:	Grade 6
Status:	Permanent
Hours:	Full time (1FTE)
Responsible to:	Head of Centre/School

Main Function of the Post:

- To lead and complete University wide teaching observation for academic delivery staff
- To be responsible for providing intensive developmental support to staff requiring improvement in practice
- To identify best practice and academic staff development needs to inform generic CPD needs - working in partnership with colleagues across the whole of the University.

Principal Duties and Responsibilities:

1. Utilising and adapting where necessary, the University's teaching observation process, with line manager support, completing teaching observations in line with policy requirements
2. Utilising existing mechanisms and systems for recording, adapting as required, report the outcomes of teaching observations and progress including reporting, as appropriate, to appropriate line management.
3. Provide intensive developmental support to staff requiring an improvement in practice
4. Contribute to shaping and delivering the University's CPD requirements associated to progressive improvements around the quality of education - drawing on the evidence from the teaching observations and staff feedback to enhance student progression and the student experience. Where appropriate design, review and deliver CPD content and guidance materials
5. Identify and develop opportunities to disseminate good academic practice through staff development programmes and the University's annual TIRI conference.
6. Contribute to the development of an online repository of resources to support enhancement of the quality of education.
7. Proactively and effectively engage with relevant quality assurance procedures, contributing as appropriate, to ensure standards are upheld.
8. Provide feedback to academic colleagues at all levels to support academic practice development, ensure continuous improvement and support the University mentoring scheme.
9. Undertake learner forums and surveys and complete analysis, across programmes, disseminating the results to academic delivery teams to continually enhance learner experience.

10. Proactively interact and network on a professional level with professional bodies to ensure currency of knowledge, relevance and accreditation.
11. Support the programme teams in planning activities for inspection and associated quality of education requirements.
12. To maintain knowledge of new developments affecting quality of delivery, with particular regard to developments within any inspection regimes.
13. To work with others across the University of Bolton Group to support observation of good practice
14. Preserve the confidential nature of the service provided to individuals while responding appropriately to the University's duty of care to others.
15. Ensure a safe working environment and abide by University health and safety policies and practices and to observe the University's Equal Opportunities policy and Dignity at Work policy at all times
16. Undertake such other duties as may be required with the grade and nature of the post.
17. To actively support the delivery of the University strategy for environmental sustainability, and champion sustainable practices.
18. To engage in continuous professional development and Undertake appropriate training and staff development as requested
19. Work flexibly, as required, with colleagues, and at locations across the University of Bolton Group.
20. Awareness of environmental and sustainability issues and a commitment to the University's associated strategy with respect to the performance/delivery of key responsibilities of the role.
21. Ensure and maintain integrity and confidentiality of data and associated data protection requirements in line with statutory and corporate requirements.

Note:

This is a description of the position requirements as it is presently constituted. It is the University's practice to periodically review job descriptions to ensure that they accurately reflect the position requirements to be performed and if necessary update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the post holder.

Please note that this appointment may be subject to Disclosure and Barring Clearance.

Person Specification

Position: Professional development (T&L) practitioner		Reference: ENG-199/P	
School/Service: Education		Priority (1/2)	Method of Assessment
Criteria			
1	Qualifications		
1 a)	Honours degree in relevant subject area or equivalent level experience	Priority 1	Application Form/ Documentation
1 b)	A teaching qualification relevant to higher education	Priority 1	Application Form/ Documentation
1 c)	Fellowship of the Higher Education Academy (HEA) – or willingness to work toward is	Priority 2	Application Form/ Documentation
2	Skills / Knowledge		
2 a)	Working knowledge of Education Inspection Framework and how this relates to the quality of education	Priority 1	Application Form/Interview
2 b)	Ability to undertake teaching observations to improve teaching practice	Priority 1	Application Form/Interview
2 c)	Expertise in the area of academic staff development, in order to improve quality of education	Priority 1	Application Form/Interview/ Presentation
2 d)	Exceptional written communication, interpersonal and presentation skills	Priority 1	Application Form/Interview/
2 e)	Knowledge of digital literacies to support learning, teaching and assessment and awareness of current academic/professional developments in teaching and learning excellence	Priority 1	Application Form/Interview
2 f)	Ability to influence and persuade academic colleagues at all levels and to exchange complex concepts in a manner appropriate to the audience	Priority 1	Application Form/Interview/ Presentation
2 g)	Excellent verbal and written communication skills e.g. the ability to communicate effectively and explain standard service procedures to students, staff at all levels and external colleagues.	Priority 1	Application Form/Interview
2 h)	Effective administration skills e.g. organised record keeping, retrieving, analysing and presenting data	Priority 1	Application Form/Interview
2 i)	Ability to command the confidence and respect of academic colleagues across the University	Priority 1	Application Form/Interview
3	Experience		
3 a)	Experience of operating teaching observation schemes and undertaking teaching observations in line with EIF requirements.	Priority 1	Application Form/Interview/ Presentation
3 b)	Experience of designing and delivering innovative academic staff development programmes	Priority 1	Application Form/Interview/ Presentation
3 c)	Experience of developing high quality learning, teaching and assessment resources including the use of digital technologies	Priority 1	Application Form/Interview
3 d)	Track record in delivering successful learning and teaching improvements at the individual(coaching strategies) and team level.	Priority 1	Application Form/Interview

3 e)	Experience of working within a FE or HE or private training provider setting, providing information, support and guidance on quality of education improvements	Priority 1	Application Form/Interview
3 f)	Ofsted inspection experience under EIF	Priority 2	Application Form/Interview
4	Personal Qualities		
4 a)	Awareness of the requirements associated with operating within a customer service environment	Priority 1	Interview
4 b)	Commitment to continuous improvement and creative ways of working	Priority 1	Interview
4 c)	Sensitive to individual and cultural differences	Priority 1	Interview
4 d)	Ability to work under pressure, prioritise and meet deadlines	Priority 1	Interview
4 e)	Work independently without close supervision.	Priority 1	Interview
4 f)	Awareness and adherence to issues of confidentiality	Priority 1	Interview
5	Other		
5 a)	Willing to undertake staff development, which may take place outside the University	Priority 1	Interview
5 b)	Awareness of the principles of the General Data Protection Regulation, Health and Safety, Freedom of Information Act, Prevent and Bribery Act	Priority 1	Interview
5 c)	Commitment to the University's policy on equal opportunities and diversity	Priority 1	Interview
5 d)	Available to work flexibly and travel as appropriate in order to meet the needs of the services	Priority 1	Interview

Note:

1. **Priority 1** indicates **essential** criterion – an applicant would be unsuccessful if unable to satisfy all Priority 1 criterion.
2. **Priority 2** indicates **desirable** criterion – applicants failing to satisfy a number of these are unlikely to be successful.
3. It is the responsibility of the employee to ensure any professional accreditation / membership remains current
4. Employees are expected to have access to suitable IT equipment and broadband internet access at home to work remotely if required.