

Job Description: Adult and Community Learning Skills Coach



Reporting to ACL Team Leader

Purpose of Role

To teach and assess learners. To deliver qualifications to the required standard and timescale.

Responsibilities

- Responsible for the required number of learners in accordance with company guidelines
- To deliver innovative teaching and learning to support development of new knowledge and skills
- To deliver programmes in a flexible way to suit learners needs
- To be able to facilitate group teaching and 1-1 teaching scenarios
- To ensure progress against the qualification is made every session
- To update CPD as required
- To motivate and inspire learners
- To work flexibly to meet the needs of learners
- To deliver the appropriate number of qualifications in accordance with company guidelines
- To maintain paperwork to the minimum required standards
- To ensure learner retention is at an acceptable level
- Review learners performance in accordance with contract guidelines
- Motivate/drive learners to achieve in line with agreed targets and deadlines
- Support the learning process
- Plan the assessment process with learners – observe/ record assessment and complete all relevant documentation
- Maintain caseloads to the required levels
- Monitor health and safety within the workplaces
- Monitor Equality and Diversity within the work placements
- To provide effective IAG service to both internal and external clients/ customers
- Any other duties that from time to time are required.
- Promote Total-TP at every opportunity with funding bodies, learners, placements, careers, schools and any other applicable external body.
- Feedback any business opportunities to the Manager.
- Manage own time effectively in order to complete workload and ensure deadlines are met.
- Plan, schedule and evaluate own work.
- Create, Maintain and promote good working relationships
- Provide Manager with accurate forecasts as required

Experience/Qualifications/Skills

Essential

A good standard of general education

GCSE (or equivalent) English and Math's

A good knowledge of IT based systems

D32/33, A1 Unit or TAQA

Desirable or to be undertaken as part of role

Teacher, training qualifications PTLLS CTLLS

D34 or V1 Award

Skills

- Ability to plan, organise and priorities own workload
- Well developed interpersonal skills
- Good customer contact skills – customer orientated
- Ability to work to deadlines
- Supervisory experience.

Other requirements

- Be able to work flexible hours and locations (within reason), if required

Salary: £22,000-28,000 depending upon experience

Hours: Full Time