

# Apprenticeship Skills Coach

Reporting to Operations Manager

Position field based with travel expenses

Hours: Full time

Salary- 24-30k

Holidays: 25 + all bank holidays, Birthday off, Christmas Shopping Day

Benefits: Westfield Health Scheme

## Purpose of Role

The role of the Skills Coach is to teach, coach and support the development and progression of our learners on apprenticeship programmes. To ensure the delivery the apprenticeship standards knowledge, skills and behaviours or framework components throughout the learner journey are delivered through a quality process. To teach, coach and support learners within work-based settings delivering effective and engaging training via a blended learning approach. To conduct regular teaching and learning visits to ensure continuous development, progression and achievement of learners allocated on the caseload.

## Responsibilities

- Deliver and facilitate teaching and learning which follows the agreed learning journey and pathway and results in new knowledge, skills and behaviors being applied by learners in their workplace
- Support and deliver where required English, Maths, and ICT functional skills at level 2 throughout the learner's learner journey
- Complete the required number of visits and reviews required for each apprentice meeting all stakeholders' requirements of quality and funding
- Engage learner's line manager to provide adequate support and guidance needed by the learner as outlined on the learner journey
- Coach learners to collect the required evidence during training sessions, to ensure progression for their apprenticeship and to achieve the necessary milestones in preparation for EPA or framework completion
- Monitor and review learner's welfare on a regular basis, taking any necessary action to limit the number of early leavers from the programme and maintain agreed caseload levels
- Carry out enrichment activities with learners around the prevent, safeguarding and British values government agenda
- Manage and complete administration duties within given timescales ensuring all paperwork deadlines are achieved
- Ensure knowledge of all subject areas for both standards and frameworks are kept constantly updated by way of self-development (CPD) and standardisation events
- Research the industry on a regular basis to keep abreast of market developments and trends including competitor's practices and delivery activities
- Evaluate and modify training delivery as a result of learner satisfaction and key stakeholder feedback, audits, or observations of teaching, learning and assessment
- Monitor health and safety and learner accidents within the apprentice's workplaces
- To provide effective IAG service to both internal and external clients/ customers
- Promote Total-TP at every opportunity with funding bodies, learners, placements, careers, schools, and any other applicable external body.
- Any other duties as requested by management

## Experience/Qualifications/Skills

### Essential

- Level 3 Relevant Occupational Qualification or equivalent in your sector of expertise
- D32/33/TAQA Level 3 Assessors Award or equivalent
- Functional Skills Level 2 Math's & English or equivalent
- Experience of delivering apprenticeship training and support in a work-based environment
- Proven experience of assessing learners on apprenticeship frameworks, standards, and EPA requirements
- Knowledge of Government Funded training
- Excellent communication and presentation skills, oral and written
- Excellent IT knowledge & skills including using electronic portfolio system
- Ability to work under pressure and to tight deadlines
- Ability to work with the minimum of supervision as part of a remote team
- Ability to motivate and support learners

### Desirable or to be undertaken as part of role

- Teacher, training qualifications PTLLS CTLLS DTLLS
- D34 or V1 Award

### Other requirements

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