

# Adult & Community Learning

## Skills Coach

North West (Liverpool City Region) Based

### ABOUT US

## Why work for Total Training Provision?

At Total Training Provision, we believe education should empower people, strengthen organisations, and change lives. Our work is driven by our values of **Accountability, Excellence, Trust, Service, Gratitude, Innovation, and Collaboration**, and these values shape how we support our learners – and our people.

You'll join a supportive, ambitious organisation where quality matters, innovation is encouraged, and your expertise is genuinely valued. We invest in our staff, trust you to do your job well, and give you the autonomy to make a real difference every day.

If you're passionate about leadership development and want to work somewhere that combines high standards with a strong people-first culture, this is the role for you.

### UNDERSTAND

## The Role

The Adult & Community Learning Skills Coach will deliver high-quality teaching, assessment, and learner support to adults aged 19+ across a range of community-based programmes funded through the Adult Skills Fund (ASF) for the Liverpool City Region Combined Authority.

Programmes may range from short courses (15 days) to longer programmes (up to 20 weeks) and will support adults to develop skills, confidence, employability, and progression opportunities.

Learners may come from diverse backgrounds and may face complex barriers to learning, including unemployment, low confidence, mental health challenges, SEND, or previous negative experiences of education. The role requires a flexible, inclusive, and supportive approach, ensuring every learner is treated with dignity and respect.

Delivery and assessment will be supported through an ePortfolio system, and the role includes responsibility for teaching and assessing qualifications, alongside providing careers information, advice, and guidance (IAG) to support progression into employment, further learning, or training.



Salary:  
£28,000 – £32,000



Location:  
Community-based delivery  
across North West Region



Hours:  
Full Time



Reporting:  
ACL North West Operations  
Manager

*Join our  
growing team*



## UNDERSTAND

# The Role Purpose



To design and deliver ambitious, inclusive, and flexible learning programmes that meet learner needs, address skills gaps, and support positive destinations, in line with:

- Ofsted Education Inspection Framework (Adult Learning)
- Adult Skills Fund (ASF) funding rules
- Liverpool City Region Combined Authority (LCRCA) contract requirements

## LOOKING AT

# The Key Responsibilities

### Teaching, Learning & Assessment

- Deliver engaging, high-quality teaching and assessment across community-based adult learning programmes
- Teach and assess accredited and non-accredited qualifications in line with awarding body and funding requirements
- Plan learning informed by robust initial assessment and individual learning plans
- Ensure learners make clear progress in every session, with evidence recorded via the ePortfolio
- Deliver learning through group sessions and 1:1 support, adapting delivery to learner needs
- Embed English, maths, digital skills, employability, and confidence-building where appropriate
- Use flexible delivery models to support varying attendance patterns and personal circumstances

### Learner Support & Inclusion

- Support learners who may face complex barriers to learning, including SEND, mental health, unemployment, or social disadvantage
- Provide a safe, supportive, and inclusive learning environment
- Promote learner wellbeing, confidence, and resilience
- Act promptly to address barriers to engagement and retention

### Safeguarding, Prevent & British Values

- Embed Safeguarding, Prevent, and British Values meaningfully within delivery
- Follow safeguarding and health & safety policies at all times
- Act promptly on safeguarding concerns and follow reporting procedures

### Employability & Progression

- Provide impartial careers information, advice, and guidance (IAG)
- Support learners to progress into employment, further learning, or training
- Track learner destinations in line with ASF and contract requirements

## Administration, Compliance & Quality

- Maintain accurate, timely learner records in line with ASF funding rules and audit requirements
- Use the ePortfolio system (e.g. OneFile) to evidence learning, assessment, and progress
- Complete required reviews and documentation within agreed timescales
- Support learner retention and achievement in line with KPIs
- Contribute to internal quality assurance and Ofsted readiness

## Professional Practice

- Manage time effectively to meet workload demands and deadlines
- Maintain an up-to-date CPD record and engage in professional development
- Build positive working relationships with learners, colleagues, partners, and stakeholders
- Promote Total Training Provision positively across communities and partner organisations

## JOIN THE TEAM

# What we are Looking for

 *The Essentials*

- Experience delivering adult or community-based learning
- Experience teaching and assessing qualifications
- Knowledge of Adult Skills Fund (ASF) / AEB funding
- Understanding of Ofsted expectations for adult learning
- Experience working with learners with complex barriers, including autism and mental health needs
- Confident using ePortfolio systems and digital tools
- Strong communication, organisation, and time-management skills
- Commitment to safeguarding, equality, and learner wellbeing

- Full UK driving licence and access to a vehicle (essential car user)
- Right to live and work in the UK



*Desirables / Additional Requirements  
(or willingness to achieve)*

## OUR COMMITMENT

# Safeguarding & Inclusion

Total Training Provision is committed to safeguarding and promoting the welfare of children and vulnerable adults. An enhanced DBS check will be required. We are proud to be an inclusive employer, committed to creating a workplace where everyone is treated with dignity, respect, and fairness.

## OUR COMMITMENT

# Equal Opportunities & Safer Recruitment

- At Total Training Provision, our values of Accountability, Excellence, Trust, Service, Gratitude, Innovation, and Collaboration underpin our commitment to equality, diversity, and inclusion.
- We are dedicated to providing a fair, inclusive, and supportive working environment where everyone is treated with dignity and respect and has the opportunity to succeed. We welcome applications from individuals of all backgrounds and make all recruitment, selection, and progression decisions based on merit, skills, experience, and potential.
- Total Training Provision is committed to safer recruitment practices. This role involves working with children, young people, and vulnerable adults and is therefore subject to a full enhanced DBS check, which must be clear and will be carried out as part of the recruitment and onboarding process. Employment is conditional upon satisfactory checks and references.
- We actively promote a culture where safeguarding, equality, and professional conduct are everyone's responsibility.

## GIVING BACK

# Total Rewards



*Just some of the  
benefits working at Total  
Training Provision*

|                            |                                                                                                                                       |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Total Leave</b>         | All staff benefit from 25 days annual leave + extra Christmas shopping day + extra day for Birthday + 8 Bank Holidays = Total 35 Days |
| <b>2 Years' Service</b>    | Staff who have passed 2 years' service get an additional 2 days leave                                                                 |
| <b>5 Years' Service</b>    | Staff who have passed 5 years' service get an additional 2 days leave                                                                 |
| <b>10 Years' Service</b>   | Staff who have passed 10 years' service get an additional 2 days leave                                                                |
| <b>Work Anniversary</b>    | Vouchers for colleagues who reach a work anniversary, £10 for every year reached                                                      |
| <b>Total Health</b>        | Staff will have access to the Westfield Health Plan once they have successfully passed their probation & Health Assured from Day 1.   |
| <b>Early Friday Finish</b> | Early Finish Fridays. On the 2nd Friday of every month staff benefit from a 3pm finish                                                |
| <b>Bright Exchange</b>     | Extra discounts and offers through Bright                                                                                             |
| <b>Dress Down Fridays</b>  | Every Friday, staff do not need to wear formal work clothes                                                                           |
| <b>Buy &amp; Sell</b>      | Buy up to 5 days annual leave and sell up to 3.                                                                                       |

## THINKING OF Applying?

If you would like to discuss this role in more detail or need support in applying for this role, please contact our recruitment team on [recruitment@total-tp.com](mailto:recruitment@total-tp.com)

Total Training Provision are committed to Safeguarding and promoting the welfare of children and vulnerable adults.



We would love  
to hear from  
you!