

Apprenticeship Skills Coach

Early Years & Child Care

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 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.



Salary:
£28,000 – £34,000



Location:
Field-based with travel to
Barnsley Head Office



Hours:
Full Time



Reporting:
Operations Manager

*Join our
growing team*



UNDERSTAND

The Responsibilities

- Deliver and facilitate teaching and learning which follows the agreed learning journey and pathway and results in new knowledge, skills and behaviours 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 the 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 learners' 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.
- 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 competitors' 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

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.

KPI's

Performance Expectations



Working
towards
Excellence

Caseload of approx. 40 apprentices
12 progressive teaching and learning visits per week
100% of learners make evidenced progress every month
Reviews completed every 8–12 weeks, including employer engagement
High learner retention and timely achievement
Audit-ready records and full funding compliance
Learner and employer satisfaction of 90%+

JOIN THE TEAM

What we are Looking for



The Essentials

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



Desirables
(or willingness to
achieve)

OTHER

Requirements

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

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*

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