

Post Title: Skills Coach

Responsible to: Apprenticeship Delivery Manager

Status: Permanent, full time

Purpose of the job: The post holder will be required to support recruitment, induct, train, review, coach, mentor, assess, monitor and track apprentices working in the relevant vocational field primarily, but not exclusively on employers' premises. You will contribute to the marketing, development, delivery, coaching & mentoring, assessment and evaluation of apprenticeship programmes to meet the needs and contractual targets and performance criteria.

REASEHEATH COLLEGE MISSION

"Industry Focused, Career Ready"

REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the apprentice experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and apprentices demonstrates P R I D E in everything you do through actively supporting our Values:

P eople **R** esponsibility **I** ntegrity **D** iversity **E** xcellence

Key Tasks & Responsibilities

- The post holder will be expected to support the development of new Apprenticeship Standards and will be responsible for delivering, coaching apprentices to achieve the skills, behaviours and knowledge to successfully pass their Apprenticeship aiming for a distinction level, where possible.
- Deliver learning, training, coaching, mentoring and assessment on work related programmes to meet the needs of employers and apprentices and to the Standards set by awarding bodies or and end point assessment organisations (EPAOs).
- Carries out initial assessment, interview, Apprentice Skills Scan and calculation of prior learning, sign up and induction of Apprentices and employers.
- Follows a robust workplace H&S process ensuring safeguarding and wellbeing of Apprentices and employers. Ensuring highest levels of safeguarding and H&S standards are always maintained.
- Use electronic portfolio system and student records systems to record apprentice interventions, reviews, upload work and monitor / record progress ensuring 20% off the job training is calculated and captured, throughout the duration of programme.
- Support, coach and mentor employers on how to maximise apprenticeship development opportunities identifying additional added value qualifications and opportunities for apprentices, ensuring 20% off the job training is clearly planned, agreed, monitored and amended.
- Undertake a formal progress review of Apprentices every 10 - 12 weeks, developing an action plan with any apprentices showing slow progress and support them to achieve.
- Support Functional Skills – embed Functional Skills into delivery to ensure all apprentices are stretched and challenged appropriately and develop English and Maths skills even where this isn't a requirement.

- Liaise with other College Departments, as necessary.
- Appropriately embed British Fundamental Values and the prevent duty within programme delivery.
- Provide effective and timely career Information, Advice and Guidance for the apprentice.
- The post holder will maintain a minimum funded caseload of apprentices within vocational area in line with Reaseheath College policy, to be agreed with the line manager based on particular sector subject area(s) the type of employment placement and geographical spread of apprentices.
- Plans and organises own workload efficiently and effectively.
- Completes College documentation accurately and in line with the ESFA, Ofsted and EPAO's to ensure apprenticeship provision are always compliant and ready for audits (external and internal).
- This role will also be required to undertake internal quality assurance (IQA) duties and External verification activities, *as necessary*.
- Participate as a full member of the Apprenticeship team and contribute to the development, promotion, review, and delivery of apprenticeship Standards, including regular team meetings, standardisation meetings and self-assessment.
- Participate fully in department and college promotion events, for example, Family Festival, Open days, and marketing events, where necessary.
- Work closely with Business Solutions Managers to assist in the recruitment of employers and Apprentices providing appropriate information, careers advice and guidance on apprenticeship programmes to all learners and apprentices, employers, and agencies.
- Work closely with the Business Solutions Managers to manage and resolve issues from employers, apprentices, and parents to prevent them from escalating into a stage one complaint.
- Ensures all activity is undertaken in an efficient, cost effective and timely manner aligned to the departments' strategic area objectives.
- Role models and demonstrates PRIDE Values in undertaking all aspects of job role.
- Carry out regular peer observations for the continuous development of the Skill Coaches. Actively promote the sharing of best practice and self-evaluation and reflection for all departmental staff with motivational leadership and coaching.
- Participates in Continuous Professional Development in order to contribute to personal and departmental effectiveness.

PLEASE NOTE

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Person Specification
Post Title: Skills Coach

Knowledge, Skills & Experience (E – essential, D – Desirable)

- Substantial industry experience in relevant occupational area. **E**
- Relevant Level 3 or above qualification in occupational area or equivalent. **E**
- Maths and English to at least level 2, (Old Grade C or above, or New grades 4 or above). **E**
- Level 2 Safeguarding qualification, (or to be achieved within 6 months). **D**
- Strong IT Skills and experience of MS Office Applications. **E**
- Coaching / Mentoring / Assessor qualification (or equivalent is desirable or a willingness to achieve within a specified timescale). **D**
- Internal Quality Assurer (IQA) (or a willingness to achieve within a specified timescale). **D**
- Teaching qualification of “Certificate of Education and Training” (or equivalent is desirable or a willingness to achieve within a specified timescale). **D**
- Health and Safety qualification at level 3 (or to be achieved within 12 months). **D**
- First Aid qualification level 2 (or to be achieved within 12 months). **D**
- Demonstrable evidence of personal professional development. **E**
- Communicates and negotiates effectively with external and internal stakeholders and customers, building successful working relationships. **D**
- Experience of working in fast environment, autonomously and the ability to work towards deadlines and meet targets. **E**
- A fast learner, with an open manner and good interpersonal skills who can adapt quickly to the College’s operating environment and establish trust and respect at all levels internally and externally. **E**
- Innovative problem solver with a challenging, commercial outlook, balancing competing resource needs and demonstrating an ability to deliver to challenging deadlines. **E**
- Proactive, determined, positive and robust enough to cope with the demands of this important and high-profile role. Excellent organisation skills and prioritising skills. **E**
- Ability to work on own initiative or as part of the wider apprenticeship team. **E**
- Demonstrate a commitment to and an understanding of safeguarding, diversity and equality. **E**
- An innovator and motivator and a personal style that demonstrates commitment and inspires trust and confidence with both learners and employers. **E**
- Ability to utilise internal and external resources effectively to ensure quality, achieve value for money and demonstrate efficiency. **E**