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| **Job Description – Apprenticeship Learning Coach**  **Reporting to** **Apprenticeship & Employer Engagement Manager** |  |

**What will I be doing?**

This is a key role in engaging with employers and ensuring that our apprenticeship and other students in the workplace are successful. The bulk of your time involves visiting workplaces to support their learning and portfolio building and ensuring good communication and involvement of employers. You may be assessing student work or performance but more often you will be in a coaching role. Working to targets, planning, recording and providing feedback are also important. You may also be expected to deliver group learning or develop apprentice’s or student’s knowledge of their specific industry.

**The key purposes of this role are to ensure:**

* Effective employer liaison to ensure successful outcomes and repeat business.
* Effective support of apprentices to ensure a high level of positive outcomes.
* Effective planning of learning to ensure standards are met within required timeframes.
* Planning and delivery of effective learning sessions.

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|  | **This post is accountable for:** |
| Effective employer liaison to ensure successful outcomes and repeat business. | The planning and delivery of the apprenticeship standards for agreed areas of occupational competence, across a range of employers. |
| Liaise with the employer on a regular basis to ensure work place training and development is completed, and that apprentices are supported to attend college based off the job training. |
| Providing updates for the employer as required. |
| Liaise with relevant staff in College to ensure they are aware of issues and opportunities in workplaces. |
| Arrange and fulfil regular workplace visits and/or workshops and manage your own appointments effectively. To deliver inductions for new learners that will include agreeing target dates for completion. |
| Effective support of apprentices to ensure a high level of positive outcomes | Follow the Centre’s procedures and quality assurance processes with all apprentices. Ensure assessment of student’s work is in accordance with regulatory standards and demonstrate this through the quality of the apprentice’s portfolio and a high degree of feedback and action planning. |
| Insist on high ambitions, and high standards, for all students. Demonstrate this through the quality of the apprentice’s work, high degree of feedback and effective action planning to stretch and challenge each apprentice. |
| Ensure learning outcomes for lessons are planned with reference to what we know about student needs and abilities in order to provide stretch and challenge for all |
| Facilitate apprentice’s attendance on professional qualifications as agreed in the initial employer training agreement and required by the Apprenticeship Standard. |
| Develop and facilitate each apprentice to gain relevant industry knowledge, skills and behaviour. |
| Provide portfolio building advice and guidance to apprentices based on the requirements of their individual learning programme and Apprenticeship Standard or Framework. |
| Ensure all apprentices are developed and prepared for their End Point Assessment, and facilitate the apprentice’s end point assessment as required. |
| To use the Centre’s e-portfolio system to effectively record, plan and track individual learner progress in accordance with the Centre’s stated paperwork and reporting processes. |
| To provide support and guidance to apprentices in a variety of locations and through a variety of delivery methods |
| Acting as a point of reference for organisations, providing advice and guidance and conducting apprenticeship reviews where required. |
| Effective planning of learning to ensure standards are met within required timeframes | Plan, prepare and deliver high quality and industry specific learning workshops and classroom based learning. |
| Work with apprentices on an individual basis to ensure they make progress against relevant industry standards. |
| Complete regular monitoring, feedback and planning with each learner in order to guide them through their individualised learning programme. |
| Meeting College and team assessment/marking standards |
| Be available for Standard Verifier/Moderation visits/regulatory audits as required. |
| Taking some opportunities to develop literacy or numeracy and develop ‘wider world’ understanding (incl. E&D) across each course. |
| Where required, plan and deliver relevant learning workshops and classroom based learning. |
|  | Maintain a Continuing Professional Development (CPD) record that satisfies regulatory and college requirements, and take part in professional development activities agreed with the Apprenticeship Manager. |
| Taking responsibility for elements of provision including care of particular resources and activities where required. |
| Ensuring compliance within your area to College Health and Safety, Safeguarding, Trips and E&D policies. |
| To participate fully in the staff appraisal process and undertake agreed staff development activities. |
| Attend termly Department meetings. |
| Work within the College policies and procedures with particular regard for health and safety, equality and diversity and safeguarding |
| Undertake such duties related to the work of the College as may be assigned, consistent with your level of responsibility |

Annual targets for each element in this job description may be agreed annually with your Line Manager.

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| **Indicators/ sources for reaching performance judgements (not exhaustive):** |
| Performance will partly be judged using some or all of the indicators /sources but with line management judgement overall being the key criteria. This is not a comprehensive list and does not prevent or exclude any other source or indicator also being used, and needs to be read in conjunction with our College staff review policy   * Student Feedback (incl. student survey) * Parent feedback * SOW * Apprentice Success Rate Data * Observation * Corero/Student Journal Notes, * Inspection reports * Student/ apprentice and attendance data * Timely completion * Recruitment and retention * Successful placement completions * MIS * Team (incl. assessment) records * Line manager, peer and cross-college feedback |



Dear prospective applicant,

Thank you for taking an interest in the position of learning coach in the Apprenticeship & Employer Engagement team at Cirencester College.

The college has a long and successful record of delivering high quality apprenticeship programmes that help to support our local economy and provide opportunities for anyone to begin an apprenticeship. Some of our programmes are also delivered regionally, and in some cases nationally. Our apprentice age profile is split fairly evenly most years to those under 19, and then those who are over 19. We do not put any restrictions on age as apprenticeships are designed to help anyone to enter an industry and profession regardless of age, and we are proud to work with some apprentices who are accessing the training and job opportunity for career change purposes.

The role of the coach is to work with an apprentice to build and collate evidence of progress in the workplace. You will work with them to ensure they have access to the right type of work and can fully meet the required skills, knowledge and behaviours. During this time, you will also liaise with the central team at college, who will provide you will lots of supporting information, administrative support and all the training and support you need to be a successful coach. Once the learning period has been completed, which is normally between 12 and 18 months, the coach will then support each apprentice to prepare for their end point assessment. The end point assessment is the formal assessment, by an externally approved centre, that confirms each apprentice has met the requirements of the apprenticeship standard.

As a learning coach, you will work with the central team based here in Cirencester, and there is a fantastic level of support provided to all our coaches. The role will involve providing one to one coaching to each apprentice for the duration of their programme, and coaches really get to know their apprentices and build strong links with the employer.

The work is flexible meaning you would not have to travel to college every day, you could work from home using teams to meet with apprentices and employers, although some travel would be expected either to college or to employer’s premises. You will need to be confident with IT as you will be expected to use Microsoft teams regularly for meetings, and we also use an electronic portfolio system which you would use with all of your apprentices. It is vital that records are up to date and auditable, but full training will be given on our systems and procedures.

We are looking for someone who has excellent vocational experience and who can help apprentices to develop appropriate workplace, technical and sector specific skills and behaviours. You do not need any experience of teaching, but an interest in education and apprenticeships is important. Ultimately, we are looking for someone with the personality and passion for vocational education.

You can find out more about our apprenticeship provision here:

[Apprenticeships at Cirencester College – Cirencester College](https://www.cirencester.ac.uk/apprenticeships/apprenticeships-at-cirencester-college/)

We have more than one coach role available, and can offer both hourly paid and fractional contracts for the right candidates.

You would be joining a top performing college and much of this success is down to the fact that we have been very clear about where we want to go, have strong values and staff capable of achieving excellence. In summary, as a college we are passionate about helping students become the best they can be in whatever they choose to pursue. The College is currently undergoing major building renovation and expansion of our provision. We have approximately 350 staff including managers, lecturers and support staff.

If you think this matches your aspirations, we look forward to hearing from you. If you would like to visit the College or ask questions to find out more then please contact the Apprenticeships & Employer Engagement Manager: [sarah.helbrow@cirencester.ac.uk](mailto:sarah.helbrow@cirencester.ac.uk).

Yours sincerely

Sarah Helbrow

Apprenticeship & Employer Engagement Manager