

**Job Description**

<b>Job Title:</b>	<b>Variable Caseload Skills Coach – Apprenticeships</b>
<b>Reports to:</b>	<b>Curriculum Manager / Lead Internal Quality Assurer (LIQA)</b>
<b>Salary</b>	<b>SUP F £50.42 -£53.42 (inc holiday) per caseload</b>
<b>Hours</b>	<b>Various</b>

**Main purpose and scope of the post:**

To coach and support Apprentices to ensure they can achieve their potential.

To support the delivery of Functional Skills to ensure apprentices achieve the level of competence required.

To maintain a caseload of Apprentices.

The role requires an individual who can engage with apprentices and inspire them to achieve their potential in line with College and Awarding Body procedures.

Details of the person specification and the accountabilities of the post are given below.

**Accountabilities:**

The post-holder will report to the Curriculum Manager/ Lead Internal Quality Assurer (LIQA) and will be accountable for:

- A. Delivering skills coaching, support, and assessments for the designated Apprenticeship programmes.
- B. Supporting students to develop Functional skills where necessary
- C. Complying with College wide policies and procedures.

Below is a list of the type of duties these accountabilities cover. The list is not exhaustive and exact duties may vary from time to time in order that the accountabilities may be met.

## **Delivering skills coaching, support, and assessments for the Apprenticeship programmes.**

- To maintain a caseload of a minimum of 40 Apprentices (pro-rated), that will include:
  - initial induction onto the qualifications programme,
  - skills coaching for apprentices to ensure they gain the skills they need to succeed;
  - assessing apprentices progress through regular review meetings with learners and employers in the workplace;
  - support apprentices to develop Functional Skills to the level of competence required;
  - completing and updating designated records (e.g. 20% of the job forms);
  - ensure apprentices have Individual Learning Plans and Individual Progress reviews
  - identify 'at risk' or poor performing students and work with the team to implement strategies and interventions to enable them to achieve;
  - support apprentices to complete all of the elements of their standard (e.g. any mandatory or optional diplomas, functional skills and occupational-specific qualifications);
  - Assess portfolio work as per the particular standard.
  - ensure all apprentices are ready for end point assessment within the agreed timeframe to enable them to achieve by the expected end date
  - liaise with employers to ensure requirements of the Standard are being met
- Support with the recruitment of learners including initial advice and guidance, skills scans, basic skills testing and supporting paperwork completion as applicable.
- report regularly to the designated line manager and attend all required meetings
- Build the college's relationship with sector employers through regular engagement with them.
- Support the development of the e-portfolio system and the on-going development of a resource bank of apprentice self-learning materials.
- Support the Lead Internal Quality Assurer/ Curriculum Manager in course review and evaluation sessions; leading to the development of flexible delivery models to meet learner and employer's needs.
- Support the Lead Internal Quality Assurer / Curriculum Manager and be involved in subject and course initiatives and assist in the development of courses and materials as necessary.
- Undertake Internal Quality Assurance activities where necessary and to work with the Lead Internal Quality Assurer/ Curriculum Manager to liaise with the quality

team to prepare for, and participate in, external quality assurance visits from awarding bodies.

- Maintain own professional level of expertise and keep up to date with the latest developments in the field; undertaking training and development directly relevant to your professional role as necessary. Attend all college CPD events.

#### **A. Functional Skills support for students.**

- Monitor the development of Functional Skills for apprentices to ensure they achieve the level of competence required.
- Identify apprentices that require additional Functional Skills support and work with those apprentices to develop the skills they need.
- Where appropriate, liaise with the Functional Skills Tutors to create a development plan for apprentices where external support may be required.

#### **C. Complying with College wide policies and procedures**

- Promote the College's values and vision to staff and learners.
- Fully engage with the college's e-learning agenda and to use ICT as an integral part of the teaching and learning process.
- Comply with the College's health and safety policy.
- Work to promote and contribute to the College's Equal Opportunities Policy.
- Apply the College's safeguarding policy and practices.
- Comply with the College's procedures in relation to the requirements of the Data Protection Act.
- Undertake such other duties as may be reasonably required.

#### **NOTES:**

##### **Safeguarding Children and Vulnerable Adults**

The College has a statutory and moral duty to ensure that it operates with a view to safeguarding and promoting the welfare of children and young people studying at the College. The post holder will be required to commit to the College child protection policy and promote a safe environment for children and young people learning within the College. All posts are

subject to enhanced Disclosure Barring Services check, however, having a criminal record will not necessarily bar you from working with us, this will depend on the nature of the position and the circumstances and background of your offences.

### **Equal Opportunities and Diversity**

All employees of Greater Brighton Metropolitan College are required to promote equality and diversity in all aspects of the job. Specifically, the job holder will be required to support the College to meet the General Equality Duty under the Equality Act 2010 to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

The protected characteristics are: Age, Disability, Gender Reassignment, Marriage/Civil Partnership, Pregnancy/Maternity Leave, Race, Religion or Belief, Sex, Sexual Orientation.

### **Health and Safety**

It is the responsibility of all employees to cooperate with the College management in meeting the objectives of providing a healthy and safe place of work. Therefore, all staff must carry out their work with reasonable care for the health and safety of themselves and other people. Accidents or near misses must be reported and safe working procedures must always be followed.

1. Duties will inevitably develop and change as the work of the College changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, the College reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from College strategies.
2. Where an applicant or existing employee is, or becomes, disabled (as defined by the Equality Act 2010) and informs the College fully of their requirements, reasonable adjustments will be made to the job description wherever possible.

**Person Specification**

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The following is a list of the experience, knowledge/skills and qualities which the College requires in the post. This list is not exhaustive. It is a requirement of all our staff that they share and actively engage with the vision that the College will be exceptional.

**Experience**

**Essential:**

- Effective working knowledge of the Apprenticeship programme.
- Knowledge and experience of assessing and internal verification and running flexible work based delivery models.
- Track record of delivering a quality Apprenticeship programme.
- Recognised assessor and internal verification qualification.
- Supervisory skills with learners.
- Excellent communication and interpersonal skills.
- Customer-focused attitude.
- Strong IT skills, with the aptitude to use an Apprenticeship Management system.
- A flexible and positive approach to work hours to meet College needs.
- Ability to promote the college in a positive manner.

**Desirable:**

- Teaching or training experience
- Knowledge of Skills Funding Agency funding.
- Experience of an Apprenticeship Management system (e.g. Aptem)

**Qualifications**

**Essential:**

- Subject specific qualifications that are recognised by the awarding body to assess the particular Standards - where required
- Recognised Assessor and internal verification qualification.
- GCSE English and Maths grade C or above (or equivalent).

**Desirable:**

- Degree level qualification
- Teaching or training qualification

### **Knowledge/understanding/skills/abilities**

- Up-to-date knowledge and understanding of the principles and practices of learner assessments
- Excellent interpersonal skills with the ability to communicate at all levels
- Excellent planning, organisational and time management skills
- Supervisory skills
- Strong IT skills and a willingness to learn new systems

### **Qualities**

- Dynamic, enthusiastic and self-motivated
- Effective interpersonal skills with an ability to motivate and develop learners
- High level of organisational skills
- The ability to deal with cross-College issues in a professional, positive and confidential manner
- Demonstrable experience of commitment to child protection, safeguarding and the promotion of a safe environment for children and young people to learn in
- Demonstrable commitment to the College's support and promotion of equality and diversity in all aspects of working life
- To aspire to the College's Mission and Values