

**Job Description – Apprenticeship Learning Coach  
AAT / Finance but all sectors of industry expertise  
will be considered. Reporting to Head of  
Apprenticeships & Employer Engagement**



**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. We are looking for general coaching experts and specifically, for people with industry knowledge and background of AAT / Finance, plus other industry areas considered.

**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.

	<b>This post is accountable for:</b>
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.
	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 College's e-portfolio system to effectively record, plan and track individual learner progress in accordance with the College'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.

#### **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