

## Job Description – Apprenticeship Learning Coach - Generic

### Reporting to Apprenticeship & Employer Engagement Manager



#### What will I be doing?

As a Learning Coach, you will have a caseload that reflects the number of days per week you work. Your key role is in engaging with employers and ensuring that your apprentice is a success in the workplace. Your time will involve conducting coach meetings both via Teams or visiting the workplace, to support 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 to develop apprentice's knowledge of their specific industry. You will also support the completion of monthly Off the Job Training hours (OJT), ensuring this is facilitated by the employer, recorded by the apprentice and approved by you on the e-portfolio platform.

#### 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.

	<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 workplace 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 coach meetings and manage your own appointments effectively. To deliver inductions for new learners that will include agreeing target dates for completion.
	Liaise with employers ensuring effective Off the Job delivery is being supported. in the workplace
	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.
	Agree work based coaching plans with the apprentice and employer that are achievable but also stretch and challenge.

Effective support of apprentices to ensure a high level of positive outcomes	Insist on high ambitions, and high standards, for all apprentices. 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 coach sessions 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 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 employers and apprentices, providing advice and guidance and conducting 8 – 12 weekly progress reviews with the apprentice and their line manager apprenticeship progress 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 as required.
	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.
	Timely and accurate recording of apprentice performance, risks, behaviours and Safeguarding concerns on the relevant college systems.
	Meeting College and team assessment/marking standards.
	Be available for audits as required.
	Taking opportunities to develop literacy and numeracy and develop a wider understanding of British Values and Equality & inclusion 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, Equality & Inclusion policies.
	To participate fully in the staff appraisal process and undertake agreed staff development activities.
	Attend department meetings and 4 annual coach meetings as required.
	Work within the College policies and procedures with particular regard for health and safety, equality & Inclusion and safeguarding
	Undertake such duties related to the work of the College as required, consistent with your level of responsibility, including attending apprenticeship evenings and open days as required.

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)
- Apprentice Success Rate Data
- Completing monthly coach meetings face to face or via Teams.
- Completing regular planned progress reviews
- Observation
- Student Journal Notes,
- Inspection reports
- Timely completion
- Apprentice retention
- Successful placement completions
- E-portfolio records
- Line manager, peer and cross-college feedback.