

## Job Description – Apprenticeship Learning Coach – Collections / Marketing / IT / Early Years



**Reporting to:** Head of Apprenticeships & Employer Engagement

The key purposes of this key support role are to:

- Inspire apprentices through regular 1:1 coaching - online or in the workplace.
- Build strong, meaningful relationships with employers, ensuring each apprentice is supported to thrive.
- Guide learners through their journey, from portfolio building to achieving key milestones.
- Give clear, constructive feedback that motivates apprentices and moves them forward.
- Track progress with purpose, keeping records up to date and setting stretching targets.
- Support Off the Job Training, helping apprentices and employers record and meet the requirements.
- Deliver engaging group sessions that bring your industry knowledge to life.
- Manage a caseload tailored to your experience and working pattern, so you can focus on quality coaching.

<b>This post is responsible for:</b>	
Employer Engagement	Build and maintain effective relationships with employers to support successful outcomes and repeat business.
	Plan and deliver apprenticeship training within your area of expertise.
	Check that workplace training is happening and apprentices attend off-the-job training.
	Keep employers updated and ensure they understand off-the-job requirements.
	Communicate workplace issues or opportunities to college teams. Deliver learner inductions, set target completion dates, and manage your schedule effectively.
Apprentice Support	Follow all centre procedures and quality processes.
	Assess work to required standards and provide high-quality feedback.
	Create coaching plans that stretch and challenge apprentices.
	Encourage high aspirations, good-quality work, and independent learning.
	Support apprentices with professional qualifications and industry skills.
	Help apprentices build portfolios aligned with their programme and standards.
	Prepare apprentices for End Point Assessment and arrange EPA when required.
	Record and track progress using the college e-portfolio system.
	Provide support at college, in the workplace, and via different delivery methods.
	Act as a key contact for apprentices and employers.
Planning and Delivering	

Learning	Plan and deliver high-quality, industry-specific workshops and sessions.
	Monitor progress and complete regular planning, feedback, and reviews.
	Record performance, risks, and safeguarding concerns accurately.
	Meet assessment and marking standards.
	Be available for audits and inspections.
	Embed maths, English, British Values, and Equality & Inclusion where appropriate.
	Keep an up-to-date CPD record.
	Follow all college policies including Health & Safety, Safeguarding, and Data Protection.
	Attend meetings, events, open days, and coaching sessions as required.
	Performance may be assessed using:
Apprentice and employer feedback.	
Success rates and timely completion.	
Regularity and quality of coach meetings and progress reviews.	
Observations.	
E-portfolio evidence	
Retention rates	
Feedback from managers and colleagues.	
Inspection or audit outcomes	

## PERSONAL SPECIFICATION

	Essential	Desirable
<b>SKILLS/ PERSONAL QUALITIES</b>	Relevant industry experience.	Assessor/Verifier qualification.
	Understanding of apprenticeship standards.	Full driving licence
	Strong organisation and communication skills.	Teaching qualification
	Supportive coaching and listening skills.	Understanding of learning styles.
	Ability to give clear, helpful feedback.	Knowledge of the post-16 sector.
	Confident using digital tools.	Apprenticeship coaching experience.
	Able to build positive relationships.	Business development experience.
	Good at spotting learner strengths and needs.	Experience resolving customer issues.
	Flexible and adaptable. Suitable to work with young people and vulnerable adults.	
	Coaching or mentoring	

	experience.	
	Experience working with employers.	
	Able to work independently and in a team.	
	Proven ability to meet deadlines and targets.	

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Dear Prospective Applicant,

Thank you for your interest in joining us as an Apprentice Learning Coach at Cirencester College.

Our apprenticeship provision is thriving, with programmes delivered locally and across the region. We work with apprentices of all ages and backgrounds, from school leavers to adults changing careers, and we're proud to support every learner on their professional journey.

As an Apprentice Learning Coach, you'll play a key role in helping apprentices succeed. You'll work closely with them and their employers to track progress, build evidence, and develop the skills, knowledge and behaviours needed to achieve their apprenticeship standard. You'll also guide them through their Apprenticeship Assessment when the time comes.

You'll be supported by a friendly, knowledgeable central team based at the College, and you'll have access to training, resources, and ongoing guidance to help you thrive in the role. Coaching is delivered through a mix of workplace visits, online meetings via Microsoft Teams, and occasional campus sessions—so confidence with I.T. and digital systems is important. We're looking for someone with strong industry experience and a genuine commitment to helping people grow. You don't need teaching qualifications; what matters most is your ability to mentor, support and inspire learners. If you're passionate about vocational learning and enjoy seeing others succeed, you'll feel right at home here.

We have several coach roles available and can offer flexible, hourly-paid arrangements for the right candidates.

Cirencester College is a high-performing, ambitious and supportive environment, with excellent facilities and a strong sense of purpose. We're proud of our staff and our learners—and we hope you'll want to be part of our success.

If this sounds like the right fit for you, we'd love to hear from you. If you'd like to visit or ask any questions, please contact me at [joanna.smith@cirencester.ac.uk](mailto:joanna.smith@cirencester.ac.uk)

Yours sincerely,

**Joanna Smith**

Head of Apprenticeships, T-Level Work Placements and Employer Engagement

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