Job Description: Apprenticeship Learning Coaches x 1 – General including / I.T / Archaeology / HR expertise

Reporting to: Head of Apprenticeships & Employer Engagement

Cirencester College

What will I be doing?
As an Apprentice Learning Coach, you will have a caseload based on the number of funded contact hours for the relevant standard and reflecting the number of hours/days per week you work. Your key role involves engaging with employers and ensuring that your apprentice is a success in the workplace. Your time will be spent 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. Depending upon your area of expertise, you may 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.

We are especially keen to hear from you if you have I.T or marketing experience, having worked in an IT or marketing company or department. We also are interested if you have experience of general business area, customer services or HR whether from industry experience or your studies and these roles are to bolster our existing coaching team. We have a caseload of apprentices ready for you to takeover and the existing team are here to help you guide and support them to their best possible outcome. You will be given a coach mentor who will walk you through the systems and get you up to speed with how coaching really adds value to the apprentices learning journey to set you up for success too.

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.
- Complete 8 – 12 weekly progress reviews with the apprentice and their line manager.

	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 workplace training and development is completed, and that apprentices are supported to attend college based off the job training.
	Liaise with employers ensuring effective Off the Job delivery is being supported in the workplace
	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.
	Providing updates for the employer as required.

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 quality feedback and action planning.
	Agree work based coaching plans with the apprentice and employer that are achievable but also stretch and challenge.
	Insist on high ambitions, and high standards, for all apprentices. Demonstrate this through the quality of the apprentice's work, high degree of good quality 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 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 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 and inspections 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, Data Protection and On-line Safety 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.
	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.

PERSONAL PROFILE

A successful apprenticeship coach needs strong communication, interpersonal, and organisational skills, along with knowledge of apprenticeship standards and a passion for supporting learners' development. They should be able to inspire, motivate, and guide apprentices to achieve their goals.

We are seeking someone who closely matches the following criteria:

	ESSENTIAL	**DESIRABLE**
QUALIFICATIONS	Educated to degree level	Assessor/Verifier qualification

	Full, clean driving licence	Teaching qualification
SKILLS/ PERSONAL QUALITIES	Demonstrate excellent organisational and interpersonal skills including time management	Knowledge of relevant legislation and regulations
	Demonstrate excellent verbal and written communication skills	Understanding of current apprenticeship standards in relevant area of expertise.
	Demonstrate strong listening and questioning skills to facilitate coaching conversations	Awareness of different learning styles and approaches
	Ability to provide effective feedback and support	Understanding of the post 16 education sector
	High level of computer/digital literacy	
	Ability to build a professional rapport and trust with apprentices, employers and colleagues	
	Ability to identify strengths and areas for development in apprentices	
	Flexibility and adaptability to changing situations.	
	Suitable to work in a college environment in the presence of children, young people and vulnerable adults and to act accordingly.	
EXPERIENCE	Experience in coaching and mentoring	Experience in coaching and mentoring apprenticeships
	Experience of successfully helping others to meet deadlines	Track record in proactively addressing issues raised by customers
	Significant experience of employer engagement	Track record of successful business development
	Experience of working independently and as part of a team.	
	Experience of working towards and achieving 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 do not justify a reconsideration of the grading of the post.

Dear prospective applicant,

Thank you for taking an interest in the position of apprentice learning coach within the Apprenticeship & Employer Engagement team here 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 and so the use of Teams meetings is paramount to this role. 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 apprentice learning 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 and be supported by the central team based here in Cirencester. 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. Each apprentice is invited to attend face-to-face and Teams workshops (dependant on their location in relation to getting to the College) – they also receive bespoke one-to-one support and guidance from their assigned coach to assist them in achieving their best possible grade. You will help us to gain repeat apprenticeship roles with your employers as routine as many of our employers are longstanding investors in people through the apprenticeship route.

The work is flexible meaning you may travel to college, you could travel to meet with apprentices and employers at their premises, or you might conduct the meetings over Microsoft Teams. You will need to be confident with I.T as you will be expected to use Teams regularly for meetings, and we also use an electronic portfolio system which you would use with all your apprentices to keep track of their progress. 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 experience in mentoring or coaching and an interest in

education and apprenticeships is really 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

We have more than one apprentice learning coach role available and can offer hourly paid contracts for the right candidates which can be flexible to meet your other commitments but focused on guiding our apprentices to achieve their best outcome grade.

The College has undergone major building renovation and expansion of our provision, but we are always growing and improving our facilities too. We have approximately 400 staff including managers, lecturers and support staff, 3,300 full-time students and 100 apprentices now. We grow year on year and it's a lively place to work as change happens frequently and if you want to be a part of that growth, we would love to hear from you.

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.

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 Head of Apprenticeships & Employer Engagement: joanna.smith@cirencester.ac.uk

Yours sincerely

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