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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Skills Coach

**Department:** Apprenticeships

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Head of Apprenticeships

**Reports:** n/a

**Salary / Scale:** Circa £30,000.00 – £38,000.00 per annum (dependent on experience)

**Date of Issue:** September, 2023

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1. **Main Purpose of the Post:**
   1. To deliver Apprenticeships and other competency based qualifications within a variety of settings, ensuring achievement of agreed performance and quality targets.
2. **Specific Responsibilities:**
   1. To provide initial advice and guidance to applicants to ensure recruitment with integrity and that the right learner is on the right course at the right time.
   2. To assess an applicant’s prior learning and ensure that their starting point is accurately measured and appropriate adjustments are made to tailor the programme accordingly.
   3. To perform role of Skills Coach in accordance with awarding body guidelines and occupational assessment strategy and comply with quality standards and procedures and relevant funding organisation guidance.
   4. Carry out regular visits to apprentices at their place of employment to assess competence in the workplace.
   5. Together with the apprentice and employer, completion of progress reviews at least every twelve weeks ensuring that appropriate SMART targets are set to ensure apprentices achieve in line with their Training Plan.
   6. To ensure that all electronic systems e.g. “Smartassessor” are kept accurate and up to date to ensure accurate reporting of learner progress.
   7. To deliver training (1-1/group) as and when required and evaluate the effectiveness of all training.
   8. To apply or reference relevant initial and diagnostic assessment in planning learning.
   9. To agree a programme of development and assessment with students, setting realistic but challenging goals that meet students’ and employers’ needs.
   10. To liaise with employers, colleagues and others to support apprentice’s development
   11. To anticipate and overcome barriers to progress and inspire achievement, ensuring that learning is inclusive and supports diversity.
   12. To give timely feedback on progress towards mastery of relevant knowledge, skills and behaviours.
   13. To plan teaching sessions thoroughly and ensure logical sequencing and effective differentiation, maintaining records of delivery models and schemes of work for your provision.
   14. To provide access to pastoral support and guidance, ensuring that apprentices are treated fairly and in line with employment legislation.
   15. To promote the safe and effective use of digital and mobile technologies to support apprentices and the Skills Coach role.
   16. To agree and record targets and progress, complying with quality, confidentiality and data protection and organisational requirements.
   17. To use effective listening, assertiveness and questioning to support apprentices to engage with their learning plans and with assessment criteria and processes.
   18. To provide support to apprentices to ensure compliance with EPA gateway requirements and readiness to achieve well in their end-point assessment.
   19. To support quality assurance procedures, within the organisation, including IQA processes and contribute to self-assessment processes, attend team meetings as and when required to do so, and represent Moulton College at internal/external meetings or conferences if required.
   20. To spend time in relevant industries as required to ensure that currency of knowledge and skills is kept up to date and occupational competency is maintained.

* 1. To assist with marketing activities to promote the full range of products offered by the College.
  2. To undertake risk assessments for any new activity and to ensure risk assessments are carried out for any ongoing activity.

1. **General Duties:**
   1. To comply with the requirements of College Policies and Procedures.
   2. To be aware of the principles of safeguarding children and young people as they apply to the role with the College. Actively promote and implement the College’s Safeguarding Policy.
   3. To participate in the College’s staff development and training schemes and identify and provide training and development for staff to meet the requirements of their jobs.
   4. To be responsible for the adherence of the College's Single Equality Scheme, and actively promote and implement the Scheme as it applies to the role within the College.
   5. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   6. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   7. To manage student conduct in accordance with College policies.
   8. Promote the welfare of apprentices in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   9. The active promotion of and commitment to best practice in equality, diversity & inclusion.
   10. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   11. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area other than that to which they were originally appointed.

Core Benefits

Teachers’ Pension Scheme Health Cash Plan (Subject to conditions)

38 days holiday (including bank/public holidays) 10% discount on College courses

On-site Gym Free on-site parking

Cycle to Work Scheme (subject to conditions) High Street Discounts

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed: …………………………..………………….…… Date: ……………………..

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

**Person Specification – Skills Coach**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Assessor qualification within 6 months of start date | X |  |
| Level 4 or higher Teaching Qualification within 2 years of start date | X |  |
| Vocational qualification at Level 3 or above | X |  |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Full driving licence | X |  |
| **Experience & knowledge** |  |  |
| Knowledge of sources of where and how to access up-to-date and valid Information, Advice & Guidance (IAG) | X |  |
| Knowledge of relevant forms of assessment to identify individual needs | X |  |
| Knowledge of how to design individual programmes that inspire and challenge apprentices to achieve new knowledge, skills and behaviours | X |  |
| Knowledge of additional support for apprentices available through specialist college teams | X |  |
| Knowledge of strategies for inspiring apprentices, increasing their resilience in overcoming barriers and obstacles, and in raising concerns | X |  |
| Knowledge of how maths and English underpin vocational skills and how to access additional support | X |  |
| Knowledge of effective practice in giving feedback to guide progress and achievement | X |  |
| Knowledge of ways of supporting apprentice’s well-being | X |  |
| Knowledge of administrative procedures for recording, storing and sharing information that is legally compliant | X |  |
| Knowledge of the effective use of active listening, assertiveness and questioning skills to support retention, progress and achievement | X |  |
| Knowledge of the quality and safety requirements of assessment and procedures for reporting concerns | X |  |
| Knowledge of Internal and External quality procedures and the role of peer review | X |  |
| Knowledge of legislative requirements for reporting concerns about quality and safeguarding | X |  |
| Knowledge of how to maintain occupational currency and ways to improve coaching and professional practice | X |  |
| Experience in monitoring business activities and reporting on progress including highlighting key trends and recommending action to be taken. | X |  |
| Familiar with e-training and e-portfolio platforms | X |  |
| Experience of dealing with external professional bodies and organisations | X |  |
| **Ability/ Skills** |  |  |
| Able to deliver outstanding training, learning and assessment | X |  |
| Able to reflect on own practice to systematically develop and improve | X |  |
| Able to communicate effectively at all levels | X |  |
| Excellent organisational skills | X |  |
| High level of interpersonal skills | X |  |
| Ability to manage time effectively | X |  |
| Able to work as an effective team member | X |  |
| Able to prioritise and make decisions | X |  |
| Able to use initiative and be highly flexible/adaptable | X |  |
| Highly self-motivated and able to motivate/inspire confidence in others | X |  |
| Ability to positively influence others | X |  |
| Basic IT user/computer skills and committed to embracing and becoming proficient in the use of new systems | X |  |
| Own car with ability to travel as necessary for the role |  |  |
| **Personal Attributes** |  |  |
| Dynamic, positive and engaging style. | X |  |
| Evidence of ability to learn successfully from past experience to improve future performance | X |  |
| Ability to engage with employees at all levels | X |  |
| Ability to communicate effectively with other managers and cross college functions. | X |  |
| Ability to work to multiple deadlines in sometimes challenging situations and tight timeframes. | X |  |
| Evidence of ability to improve customer satisfaction | X |  |
| Resilient and resourceful | X |  |
| Possess a positive “can do” attitude. | X |  |
| Flexible approach to work in order to meet business demands | X |  |
| Willingness and ability to work at any site or location given reasonable notice | X |  |
| Awareness, understanding and commitment to good health & safety practice. | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Displays awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Commitment to policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas & Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas & Immigration Services Website.