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**Job Description – Apprentice and Skills Development Coach**

**JOB TITLE**

Apprentice and Skills Development Coach

**ACCOUNTABLE TO:**

Apprentice and Training Lead

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

 ‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

As an Apprentice and Skills Development Coach, you will be responsible for delivering outstanding learning and assessment practices that engage and inspire apprentices to fulfil their individual potential and develop the skills, knowledge and behaviours to successfully progress into the business.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* Coaching apprentices to reach their full potential by providing key support, mentoring, challenging and motivating throughout all aspects of their learning journey.
* Reviewing and monitoring learner progress & performance in line with the apprenticeship standards and the occupational expectations of the business.
* Accurately maintaining and recording data in accordance with funding and awarding body requirements and effectively managing the progress and performance of an allocated cohort of apprentices.
* Effectively planning, supporting and monitoring apprentice placements ensuring clear objectives and alignment to the development of required skills, knowledge and behaviours.
* Taking professional pride in their role and embrace continuous professional development opportunities in support of delivering innovative and impactful learning and assessment.
* Enacting effective programme delivery that utilises a coaching and blended learning pedagogy to monitor, develop and review apprentices against relevant qualification Standards in support of them attaining occupational competence.
* Effectively communicating within the business to ensure all stakeholders involved in the apprentice learner journey are clear on their roles and responsibilities and working in support of the individual learning plan.
* Providing and monitoring the effective safeguarding, SHE, welfare and support arrangements for apprentices throughout their programme.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification – Apprentice and Skills Development Coach**

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| Skilled professional holding a higher education qualification or equivalent higher education experience.  | **✓**  |  | AF / IV / CERT |
| Minimum Level 2 literacy & numeracy qualifications & be willing to update skills | **✓**  |  | AF / CERT |
| Relevant Professional Membership |  | **✓**  | AF / CERT |
| Relevant coaching qualification or willingness to work towards one.  | **✓**  |  | AF / IV / CERT |
| Experience |  |  |  |
| Knowledge of apprenticeship standards | **✓**  |  | AF / AT / IV |
| Knowledge and experience of higher education | **✓**  |  | AF / AT / IV |
| Teamwork & Personal Credibility |  |  |  |
| Work collaboratively and for the good of all | **✓**  |  | AF / AT / IV |
| Welcome suggestions for improving standards and offer suggest improvements | **✓**  |  | AF / AT / IV |
| Act as a team player | **✓**  |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters | **✓**  |  | AF / AT / IV |
| Display a high standard of personal integrity | **✓**  |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓**  |  | AF / AT / IV |
| Communication |  |  |  |
| Strong communication and coaching skills.  | **✓**  |  | AF / AT / IV |
| Analytical & Decision-Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems | **✓**  |  | AF / AT / IV |
| Organised and attentive to detail | **✓**  |  | AF / AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓**  |  | AF / AT / IV |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including apprentices. | **✓**  |  | AF / AT / IV |
| Develops relationships with internal customers and gains their respect | **✓**  |  | AF / AT / IV |
| Treats internal customers fairly and in a non-discriminatory manner | **✓**  |  | AF / AT / IV |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Highly organised and detailed conscious.  | **✓**  |  | AF / AT / IV |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output | **✓**  |  | AF / AT / IV |
| Ability to prioritise own work, multi-task and shift priorities | **✓**  |  | AF / AT / IV |
| Proactive in taking action to achieve goals | **✓**  |  | AF / AT / IV |

***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview