

Role Profile

Role Title	Skills Coach
Reporting To	Team Leader
Grade	£27,000 - £29,000 per annum
Department	HCUK, Apprentices
Version Date	July 2018

Role Purpose:

The post holder will be required to recruit, induct, train, review, assess, monitor and track learners working in the relevant vocational field primarily, but not exclusively on employers’ premises. The post will involve contributing to the marketing, development, delivery, assessment and evaluation of Apprenticeship programmes to meet market needs and contractual targets and performance criteria.

The post holder will be expected to deliver Apprenticeship standards where they are available and will be responsible for coaching learners to achieve skills, behaviours and knowledge to pass their Apprenticeship to a distinction level wherever possible.

The post holder will maintain a minimum funded learner case load, in line with HCUK policy and to be agreed with the line manager based on the particular sector subject area(s), the type of employment placement and geographical spread of students.

This role will also be required to undertake Internal Verification duties.

Key Responsibilities:

- Provide appropriate information, careers advice and guidance on work based programmes to learners, employers, agencies and prospective learners.
- Recruit learners onto programmes through new business activity and effective maintenance of current business relationships.
- Contribute to regional and cross-regional promotional events and local college open events as required.
- To conduct Health and Safety vetting of placement settings in line with HCUK policy and ensure employers and learners are provided with necessary information on: health and safety, equal opportunities, programme content, programme delivery and assessment arrangements.
- Work with employers to identify learning needs and work with the business development to manage client relationships effectively, maintaining the HCUK CRM system.
- Deliver learning, training, coaching and assessment on work related programmes to meet the needs of employers and learners and to the standards set by awarding bodies or end point assessment organisations.
- Review and monitor learner progress against the contract, framework or standard, ensuring completion and achievement of all elements including Functional Skills to ensure either framework is achieved or end point assessment is taken and passed timely.
- Individualise programmes to meet the needs of employers to ensure learners develop new skills, knowledge and behaviours which impact positively for the employer.
- Use electronic portfolio system and student records systems to record learner interventions, reviews, upload work and progress and 20% off the job training.
- Embed Functional Skills into delivery to ensure all learners are stretched and challenged appropriately and develop English and Maths skills even where this isn’t a requirement.

- Complete relevant documentation concerning monitoring visits, in accordance with HCUK and funding body requirements.
- Appropriately embed British Values and the prevent duty within programme delivery.
- Track and record learner activity to meet HCUK, funding and awarding body requirements.
- Participate as a full member of the programme team and contribute to the development, promotion, review and delivery of programmes including standardisation meetings and self-assessment.
- Cross market HCUK provision to employers/employees in relation to workplace learning and full cost recovery.

Generic Responsibilities:

- Represent and promote the College brand values internally and externally; acting as an ambassador for business development on behalf of the College.
- Ensure that the College's internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day to day duties consistently with the service level agreement.
- Promote the College's student first ethos, ensuring that the student experience is uppermost in policy implementation.
- Act as a champion for change and improvement and constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with College policies, e.g. Health and Safety, Equal Opportunities, Data Protection and Child Protection and Safeguarding.
- Actively promote and adhere to agreed College values.
- Promote innovation.
- Contribute to delivering the College's internal communications strategy, playing a supporting role in ensuring that communications are high quality and that our workforce is respected.
- Take an active role in marketing activities including advice and guidance of students, and attendance at promotional events e.g. Open Evenings / Days, Careers events.
- Participate in the College Annual Staff Performance and Development Review (ASPDR).
- Undertake other reasonable duties commensurate with the level of post.

Person Specification – Skills Coach

	Essential	Desirable	How assessed*
QUALIFICATIONS			
Relevant level 3 or above qualification in occupational area or equivalent.	√		AF/IV
Maths and English to at least level 2 (or to be achieved within 6 months)	√		AF/IV
Assessor qualifications	√		AF/IV
PTLLS, CTLLS, DTLLS teaching qualification (or to be achieved within 6 months)		√	AF/IV
Verifier qualifications (or to be achieved within 6 months)		√	AF/IV
Health and safety qualification (e.g. Managing Safely/IOSH)		√	AF/IV
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Substantial experience in relevant occupational area.	√		AF/IV
Recent and relevant experience of assessing in the workplace	√		AF/IV
Experience of internal verification.		√	AF/IV
Experience of working in a fast paced environment, autonomously and the ability to work to deadlines and meet targets.	√		AF/IV
Knowledge of local business within geographical area in relevant occupational sector.	√		AF/IV
Familiar with local skills sector needs.		√	AF/IV/AT
Strong knowledge of the Apprenticeship Funding rules and Apprenticeship Levy	√		AF/IV
Experience of Audit and inspections and knowledge of working to the Common Inspection Framework Standards		√	AF/IV
Knowledge and Understanding of the Data Protection Act		√	AF/IV
SKILLS AND ABILITIES			
Excellent verbal and written communication skills	√		AF/IV
Strong IT skills	√		AF/IV
Excellent organisation and prioritising skills	√		AF/IV
Ability to inspire and motivate others, particularly learners	√		AF/IV
Ability to work on own initiative or as part of a wider team	√		AF/IV
Full driving licence and ability to travel to locations to support learning and assessment.	√		AF/IV
Ability to work flexibly, including evening and weekend work as and when required	√		AF/IV

*Key to how skills are assessed:

AF = Skill assessed via application form

AT = Skill assessed via presentation /work-related task

IV = Skill assessed via interview

Cert = Certificate checked at interview