# Description: BDC logo small

# JOB DESCRIPTION

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| **Job Title:** | Apprenticeship Trainer Coach |
| **Grade:** | H |
| **Line Manager:** | TBC |
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| **Directorate:** | Business Innovation & Enterprise |

**Job Purpose**

The Apprenticeship Trainer Coach is part of the training and delivery team and is responsible for delivery, updating and development of apprenticeship standards and related training, monitoring and supporting trainees and candidates to complete the training with positive outcomes.

**Design and implementation**

* 1. Support the curriculum design for relevant apprenticeship standards and work related training within the curriculum area.
  2. Support the development of the relevant planning and teaching resources including course outline; scheme of work; lesson plans; learning resources including on line; assessment requirements; opportunities identified for embedding of literacy and numeracy.
  3. Support the development of implementation plans for relevant standards and training within the curriculum area.

1. **Delivery and support**
   1. Coach apprentices and trainees in line with the apprenticeships standards, core skills and work related training, offering support and guidance from the start of the programme to finish to ensure timely achievement.
   2. Ensure that course material, equipment, training aids and documentation is available to meet the objectives of the apprenticeship standards and training.
   3. Visit and actively support apprenticeships and trainees within the workplace supporting their progress against the knowledge, skills and behaviours requirements.
   4. Provide regular and up to date feedback to individual apprentices and trainees on their progress, completing progress reviews at least every 12 weeks.
   5. Complete and maintain all apprenticeships and trainees' reports, assessment forms, and other relevant documentation, as required by awarding bodies and BDC quality procedures.
   6. Make effective use e-portfolio to support learner progress and monitoring.
   7. Manage the apprenticeship or trainee journey, dealing with any disciplinary and classroom management issues, taking registers and reporting absence.
   8. Promote and maintain a safe learning environment ensuring that high standards of health and safety, confidentiality, safeguarding and equality and diversity are maintained at all times.
   9. Maintain appropriate tracking systems and procedures relating to quality, compliance, management and assessment.
2. **End Point Assessment (EPA) Systems and Processes**
   1. Ensure EPA is considered and embedded throughout all aspects of planning and delivery.
   2. Prepare apprentices and employers for EPA including:
   * Scheduling of the Gateway and proposed EPA dates
   * Understanding of requirements to pass through the Gateway
   * Regular monitoring of progress towards meeting the Gateway requirements
   * Suitable knowledge, skills and behaviour training and updates to ensure timely completion of the EPA.
   * Integration of mock and simulated EPA into delivery and planning
   1. Support EPA planning processes and systems.
3. **Monitoring**
   1. Support the review of the apprenticeship standard, core skills and other relevant work related training with all delivery staff and stakeholders at least every six weeks.
   2. Maintain up to date knowledge of standard developments through external monitoring, support and training.
   3. Review the delivery of apprenticeship standards within the curriculum area with external stakeholders, particularly employers and apprentices.
4. **Other roles**

5.1 Act as a standard developer within the curriculum area as required.

**Additional information**

**1.0** **Safeguarding Children and Vulnerable adults**

1.1 Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required

1.2 Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate

**2.0 Health and Safety**

2.1 The Corporation recognises and accepts its responsibilities as an employer to ensure, as far as is practicable, the health, safety and welfare of all its employees **.**

A copy of the Health and Safety policy can be located in electronic form on the Staff Intranet. You are responsible for familiarising yourself with the policy and adhering to the health and safety rules in the workplace

**3.0 General**

3.1Be aware of, and comply with, legislations/competence standards relevant to the work of the Directorate

3.2 Understand and comply with all college policies, including the Policy to promote Equality of Opportunity

3.3 Assist as required during examination and enrolment periods

3.4 Be conversant with Health and Safety and Safeguarding requirements

3.5 Participate in the Staff Learning and Development, Review and Appraisal Scheme

3.6 Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your grade and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

**4.0 Information, Advice & Guidance**

4.1 Use opportunities to develop the self-esteem and confidence of students when they seek help and support

4.2 Signpost or refer students to appropriate specialist support in a way that is free from direct or indirect discrimination and develops the students’ trust in the College

4.3 Encourage the students’ motivation and aspirations by providing information and advice that is personalised, impartial, unbiased and realistic especially during enrolment and tutorials

**NB In consultation with you, this job description is liable to variation to reflect actual contemplated or proposed changes to your job.**

**PERSON SPECIFICATION**

**NB: You will need to demonstrate in your supporting statement and interview how you can meet the criteria listed below.**

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| **Post Title: Trainer-Coach** |  | **We will assess your match to the criteria from:** | | | |
| **KEY: (E) – Essential (D) - Desirable** |  | **Appl. Form** | **Assessment** | **Inter-views** | **Refer-ences** |
| **QUALIFICATIONS** |  |  |  |  |  |
| Have qualifications in the subject relevant to the course to be delivered at a suitable level | E | √ |  | √ |  |
| Possess an assessing qualification or be prepared to undertake further relevant training | E | √ |  | √ |  |
| Possess a qualification in coaching or mentoring | D | √ |  | √ |  |
| Hold a teaching qualification, PGCE, DTLLs or equivalent | D | √ |  | √ |  |
|  |  |  |  |  |  |
| **EXPERIENCE** |  |  |  |  |  |
| Have recent and relevant experience of training/coaching in the relevant subject area | E | √ |  | √ | √ |
| Have industrial experience and expertise in the relevant subject area | E |  |  |  |  |
| Experience of training/coaching learners on apprenticeship qualifications | D | √ |  | √ | √ |
| Experience and familiarity of using e-portfolio systems | D | √ |  | √ |  |
|  |  |  |  |  |  |
| **SKILLS AND ABILITIES** |  |  |  |  |  |
| Ability to deliver excellent training and coaching pedagogic practice | E | √ |  | √ |  |
| Able to develop and maintain effective employer relations and identify opportunities for new and repeat business | E | √ |  | √ |  |
| Be able to deliver a variety of pedagogic strategies to suit a variety of learning styles | E | √ |  | √ |  |
| Have the ability and interest to contribute to learner enrichment activities | E | √ |  | √ |  |
| Possess excellent interpersonal and team development skills and have the ability to contribute to the team and its goals. Be able to work independently and as a member of the team | E | √ |  | √ |  |
| Be well organised, reliable and punctual, able to manage learner case-load | E | √ |  | √ |  |
| Able to demonstrate pastoral skills to support learners within case-load | E | √ |  | √ |  |
| An ability to contextualise functional skills into training and coaching |  |  |  |  |  |
| Possess good IT and administrative skills and be able to keep accurate tracking records of learners’ progress, keep an up-to date schemes and records of work. | E | √ |  | √ |  |
|  |  |  |  |  |  |
| **KNOWLEDGE AND UNDERSTANDING** |  |  |  |  |  |
| Enthusiasm for the subject and ability to impart this to motivate learners | E | √ |  | √ |  |
| Have an understanding of apprenticeship standards | E | √ |  | √ |  |
| Have an understanding of end point assessment | E | √ |  | √ |  |
| Have an awareness of health and safety regulations and how they apply to the post | E | √ |  | √ |  |
| Possess excellent up-to-date industrial knowledge | E | √ |  | √ |  |
| A clear commitment to principles and practices of equality and diversity and safeguarding | E | √ |  | √ |  |
|  |  |  |  |  |  |
| **SAFEGUARDING CHILDREN AND VULNERABLE ADULTS** |  |  |  |  |  |
| Understanding of Safeguarding Legislation and its application within the educational sector | E | √ |  | √ |  |
| Commitment to Safeguarding and promoting the welfare of children and vulnerable adults. | E | √ |  | √ |  |
|  |  |  |  |  |  |
| **EQUALITY AND DIVERSITY** |  |  |  |  |  |
| An understanding of and commitment to all aspects of equality and diversity. | E | √ |  | √ |  |