

Job Description

Job Title:	Apprenticeship Development Coach - Construction
Responsible To:	Work Based Learning Manager
Line Management of other staff:	No
Location:	Colchester
Salary:	£26,269 - £28,644 per annum
Date of last review:	September 2024

Purpose Statement:

Support with the progress of apprentices in the workplace and at college whilst providing coaching and liaising with employers to ensure apprentices complete the requirements of their apprenticeship on time.

Main Duties & Responsibilities:

1	Liaise with the employer, apprentice and college staff to ensure apprentices fully understand the learning requirements of their apprenticeship in regards to knowledge, skills and behaviours, functional skills and end point assessment.
2	To carry out apprenticeship sign ups, completing administration tasks and providing IAG around specific apprenticeship Standards to employers and new apprentices.
3	Liaise with Colchester Institute delivery teams to ensure high levels of professionalism and quality assurance are developed and maintained throughout the whole apprenticeship journey.
4	Carry out regular reviews with apprentices and employers to monitor progress against key milestones and the 20% off the job training as outlined in the apprenticeship training plan.
5	During all aspects of apprenticeship meetings with both the apprentice and the employer, seek opportunities to raise awareness of safeguarding, prevent, equality & diversity, health & safety and British values.
6	Support the apprentices as they prepare for gateway and end point assessment ensuring clear lines of communication between all key delivery staff involved in the apprenticeship and the employer.
7	Ensure apprentice information is kept up to date in the relevant folders, Smart Assessor and any other virtual learning environments required of the various apprenticeship standards.
8	Support apprentices with the completion of the online induction using Smart Assessor.
9	Support apprentices with the completion of their Knowledge, Skills and Behaviours using Smart Assessor.

10	Work with the college delivery teams to develop and maintain quality assurance throughout the apprenticeship.
11	Support college departments to achieve targets including enrolment, retention, achievement and customer feedback for apprenticeships.
12	Follow all required performance support and the development of end point assessment processes.
13	Support with apprentice and employer open events to promote apprenticeship opportunities.
13	To develop and update personal professional expertise in the relevant areas.
14	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
15	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute