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| **Colchester Institute Job Description** |

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| Job Title: | *Associate Professional Development Coach – Management Level 7* |
| Regulated Activity: | **Yes** |
| Responsible To: | ***Head of Business and Professional Services*** |
| Line Management of other staff: | **No** |
| Location: | **Colchester** |
| Salary: | **£45 per hour (0-10 hours per week)** |

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| Purpose Statement: |
| To train, coach, mentor and assess a caseload of apprentices both in the college  and in the workplace towards agreed qualifications and apprenticeship standards.  The role will include developing apprentices’ knowledge, skills and behaviours in preparation for End Point Assessment and ensuring that all apprentices successfully complete their apprenticeship to include the End Point Assessment.  The successful candidate will need to demonstrate a background either academically or technically in their chosen field and will ideally have current or recent experience in the field of senior management. In addition to this the successful candidate will need to have an understanding of the apprenticeship standards and assessment methods with the above mentioned programme. |

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| **Main Duties & Responsibilities:** | |
| **1** | To design and prepare teaching/learning materials to develop the knowledge, skills and behaviours required for the standard and qualification in area of responsibility. |
| **2** | To provide apprentices with individual learning plans, SMART targets and regular feedback that will ensure apprentices are ready to enter gateway within the agreed timeframes as set our in their individual training plan |
| **3** | Support the apprentice with all aspects of their apprenticeship as they prepare for  Gateway and EPA (End Point Assessment), ensuring clear lines of communication  between all key delivery staff involved in the apprenticeship and the apprentice’s  employer |
| **4** | Carry out regular learning and assessment of work through professional observations and coaching sessions with the apprentice and their employer to monitor progress against key milestones - including the 20% off the job training as outlined in the apprenticeship training plan and development of the portfolio of evidence required for EPA |
| **5** | To provide all apprentices with timely feedback on work that drives learning and progress |
| **6** | To complete appropriate awarding body / funding body documentation and  ensure compliance with required procedures |
| **7** | To undertake internal verification processes as required by the job role and as required by awarding bodies |
| **8** | To attend regular programme meetings and briefing sessions in line with  curriculum policies |
| **9** | To continuously evaluate and improve the quality of learning and teaching  within your work utilising and engaging with the college’s development and  observation programmes |
| **10** | During all aspects of apprenticeship meetings with both the apprentice and their  employer, seek opportunities to raise awareness of Safeguarding; Prevent; Equality  & Diversity; Health & Safety, and British Values |
| **11** | Communicate with the Apprenticeship Development Coach to ensure feedback on  apprentice progress is up to date and accurate on smart assessor to inform the  review process |
| **12** | Ensure apprentice information is kept up to date in the relevant folders; Smart  Assessor, and any other virtual learning environments required of the  apprenticeship standard |
| **13** | Amend and revise the individual learning plans as necessary, to adapt to changes  occurring in the work environment and learning journey |
| **14** | Work with the Area Head to develop and maintain quality assurance processes throughout the apprenticeship |
| **15** | Support college departments to achieve targets ‐ including enrolment, retention,  achievement, and customer feedback for apprenticeships |
| **16** | Follow and contribute the development of area policies and procedures with an eye on continuous improvement |
| **17** | Offer impartial information, advice, and guidance (IAG) to all Colchester Institute  customers, sign posting to both internal and external teams to meet customer needs |
| **18** | Undertake administration activities that relate to the services identified above |
| **19** | To develop and update personal professional expertise in the relevant areas. |
| **20** | Adhere to and promote the College’s Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices. |
| **21** | 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*