

Apprentice Progress Coach

Job Description

To enhance the Apprentice experience, engaging them in pastoral matters and ensuring positive and proactive relationships leading to strong outcomes by:

- Working in partnership with Trainer Assessors to:
 - Review learner progress and/or gather employer feedback ensuring that all parties are fully benefiting from the apprenticeship programme
 - To effectively engage a caseload of apprentices in a pastoral support programme to include but not limited to:
 - Offering support for apprentices with Additional Learning Support Needs
 - Engaging apprentices in college Safeguarding, PSHE and Wider Skills Education
 - Support professional development and careers planning
 - Educate on social and life matters such as:
 - Health and Wellbeing
 - Financial literacy and planning
 - Digital and Technology improvement
 - Innovation and creativity
 - Develop, deliver and engage apprentices in enrichment activities, community outreach and volunteering

To further improve the Apprentice and Employer experience by:

- Conducting onsite/in the workplace triparty reviews to build effective relationships with employer and apprentices
- Improve communication on learning progress to ensure timely achievement by developing and delivering effective action plans in partnership with trainer assessors, employers and apprentices
- Communicating the college vision and values to employers and promote employer responsibilities and the college ethos
- Gathering employer feedback and relaying this to apprenticeship managers to influence curriculum innovation
- Working in partnership with employers and college managers to promote employer events; for example employer talks and forums, connecting employers with employers and employers with the college
- Developing employer relationships and bring in prospective leads for the Employer Engagement Team
- Negotiating and mediating, where necessary between employers and Trainer Assessors to ensure positive outcomes and problem resolution.
- Raising awareness of issues related to learning, progress or quality with managers where appropriate.

Ensure high quality and effective delivery of the pastoral curriculum by:

Delivering the pastoral curriculum to apprentice via classroom and one to one sessions and embedding and reporting on this in the triparty progress review.

Using the college's electronic portfolio systems to:

- support the planning and recording of the apprentice learning journey, including pastoral support/delivery, additional learning support, CEIAG, personal and social development and the wider skills programme
- record employer contact during the review process and through this monitor and feedback on apprentice progress
- Contributing to the smooth running of enrolment processes, working collaboratively with the Employer Engagement team and Trainer Assessors to solve any issues in a timely manner
- Providing initial information and advice to prospective apprentices.

- Assessing learners' existing skills/experience, training needs and suitability via interview and agree relevant course of action, adhering to college systems to identify any additional learning needs
- Undertaking health and safety assessments and ensure that employers meet Health and Safety, Equality and Diversity and Safeguarding requirements.
- Completing enrolment documentation in line with college and funding requirements
- Assisting curriculum Tutors and Trainer Assessors to monitor and address attendance, on day release courses.
- Triangulate information between tutors, trainer assessors, apprentices and employers to improve the quality of delivery and reporting of apprentice progress via onsite / in the workplace triparty reviews.
- To support improvements in the quality of information logged on the e-portfolio system and to work with Trainer Assessors and curriculum staff to standardise best practice in the areas such as wider skills, safeguarding, initial assessment and any other areas as required by the line manager
- Ensure that documentation completed with Business Services is completed to meet audit requirements

Qualifications

- Level 2 literacy and numeracy
- L3 or above teaching and/or assessing qualification – or working towards

Knowledge & Experience

- Sound understanding of Apprenticeship Standards
- Prior experience of working with young people and adults to support personal development
- Understanding of safeguarding, personal welfare and other pastoral support strategies
- A business-like and customer focused approach to working with employers and stakeholders.
- An excellent understanding and experience of working with employers.
- A demonstrable track record of working as part of a team.
- A demonstrable record of excellent employer engagement

Competencies

- Outstanding IT skills including experience of using MS Outlook, organising calendars and using e-portfolios / internal systems
- An organiser who implements tasks and plans schedules to optimise efficiency and productivity.
- The ability to adapt quickly and creatively to new initiatives.
- Ability to work on own initiative.
- Excellent Communication Skills.
- A willingness to undertake staff development to improve own performance.
- An imaginative problem solver who continuously improves process and promotes better ways of working.

This role required the candidate to drive – please insert standard text