

JOB DESCRIPTION

JOB TITLE: 0.8 Apprenticeship Quality Coach (30 hours per week)

CONTRACT Fixed term until 31st August 2020

GRADE / SALARY: Support Staff Scale SO1, points 29 to 31, £26,731 to £28,502 pro rata, actual salary £21,673.78 to £23,109.73 per annum

CLOSING DATE: Tuesday 15th October 2019

POST NO: SS454

DBS: Enhanced Disclosure Required

PURPOSE:

To coach and mentor Apprenticeship Assessors, supporting them to improve their professional practice and raise standards in order to achieve outstanding progress for Apprentices.

PRINCIPAL DUTIES:

1. To provide support, coaching, observation and feedback to assessing staff across the College.
2. To deliver staff development sessions according to priorities arising from the evaluation of teaching, learning and assessment, as well as annual self-assessment and inspection (internal and external) areas for improvement.
3. To contribute to the evaluation of teaching, learning and assessment through learning walks, walk throughs and the wider evidence base of internal quality reviews e.g. marked work review and evaluation of apprentice reviews.
4. To disseminate good practice through staff development events (internal and external) and by contribution to the staff intranet, newsletter, T&L Moodle page and other publications.
5. To attend teaching and learning coach meetings, apprenticeship team meetings, and any other quality meetings commensurate with role.
6. To maintain and promote all quality procedures.
7. To adhere to policies, procedures and values of Solihull College & University Centre.
8. To undertake Health and Safety and Safeguarding training as required.

9. To undertake necessary Health and Safety responsibilities and duties as required by this post.
10. To undertake any necessary Data Protection duties and responsibilities as required by the post.
11. Such other duties as required which are broadly consistent with the general functions and grading of this position.

EQUAL OPPORTUNITIES:

Solihull College & University Centre is committed to a comprehensive policy of Equal Opportunities. All employees are required to abide by this policy and ensure its compliance throughout the College.

SAFEGUARDING:

Solihull College & University Centre is committed to ensuring a safe environment for all students and expects all staff to engage fully with this commitment.

**SOLIHULL COLLEGE & UNIVERSITY CENTRE
PERSON SPECIFICATION**

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SPECIFICATION	ESSENTIAL	DESIRABLE
EDUCATION / TRAINING	Assessor qualification (TAQA or equivalent)	Coaching and mentoring qualification
RELEVANT EXPERIENCE	<p>A record of excellent performance as an Assessor</p> <p>Experience of supporting others to improve their performance and professional practice</p> <p>A thorough understanding of Apprentice quality and inspection frameworks</p> <p>Experience of strong record keeping relating to Apprenticeships, meeting auditor standards and expectations</p>	<p>Awareness / experience of coaching as a strategy for supporting professional development</p> <p>Awareness and understanding of current thinking about best practice in teaching, learning and assessment</p> <p>Experience of observing teaching, learning and assessment in the workplace</p>
SKILLS / APTITUDES	<p>Capacity to motivate and enthuse colleagues</p> <p>Confidence and ability to disseminate ideas, good practice and strategies to colleagues at all levels across College</p> <p>The ability to provide constructive feedback to colleagues</p> <p>Desire to develop further understanding of leading practice and personal professional development</p>	Well-developed skills in the use of technology for learning

	<p>Excellent interpersonal skills</p> <p>Strong team working skills</p> <p>Good time management skills</p>	
<p>OTHER REQUIREMENTS</p>	<p>Ability to travel to a range of locations</p> <p>Strong commitment to Equal Opportunities</p> <p>A commitment to the Safeguarding of Young People and Vulnerable Adults and an awareness of the Government 'Prevent' strategy</p>	