

Colchester Institute Job Description

Job Title:	Apprenticeship Development Coach
Regulated Activity:	Yes
Responsible To:	Head of Business and Professional Services
Line Management of other staff:	No
Location:	Colchester
Salary:	Range 23-26

Purpose Statement:

This role will provide support, mentoring and coaching to a caseload of apprentices. The role will facilitate communications between key stakeholders ensuring progress and achievement of key milestones towards end point assessment, subsequently ensuring all apprentices achieve within their planned duration. The role also includes liaising and communicating with employers and other stakeholders in relation to apprentice progress, attainment and behaviours raising any barriers/challenges to achievement with ensuring robust actions plans are maintained, monitored and updated to ensure progress.

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 and Frameworks 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.
5	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.
6	To recognise and develop apprentices with additional learning needs and signpost to specialist support as needed in order to ensure progress is not affected.
7	In agreement with the employer, implement and monitor a plan of action for apprentices at risk of not completing their apprenticeship timely.
8	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

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9	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.
10	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.
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12	In liaison with the Functional Skills (FS) team, ensure immediate engagement in FS upon commencement of the apprenticeship where GCSE evidence has not been evidenced. Support apprentices with the progress of their FS with the use of Padlet, The Skills Network or Smart Assessor.
13	Update monthly the risk register with names of apprentices at risk of withdrawal. Review actions frequently and update to ensure actions are having the maximum impact and a positive outcome.
14	Work in collaboration with the PDP delivery team and the quality team to review effectiveness and implement actions from the Quality Improvement Plan.
15	Support all college departments to achieve annual targets including: enrolment, retention, achievement and collection of customer feedback to improve college performance and apprentice/employer experience.
16	Support with apprentice and employer open events to promote apprenticeship opportunities.
17	To attend and positively embrace new learning as part of the College Learning and Teaching Development Days and carry out annual mandatory training timely as requested by the college.
18	To continually seek to develop personal CPD relevant to the role being undertaken.
19	To develop and update personal professional expertise in the relevant areas.
20	Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.
21	To undertake any other associated duties determined by the college.

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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