



## JOB DESCRIPTION

POST TITLE	:	Apprenticeship Workshop Skills Coach in Engineering (Mechanical)
SCALE	:	Support Scale
SALARY	:	Up to £34,531
RESPONSIBLE TO	:	Head of Division
CLOSING DATE	:	5.00pm, Tuesday 13 August 2024
INTERVIEW DATE	:	Wednesday 21 August 2024

### **Main Purpose of the Post**

We are seeking highly motivated candidates to work alongside academic staff and employers to support our apprentices and nurture their talent.

The role will require you to support the negotiation of their learning needs in the workshop and to support each apprentice in a tailored and individual way to develop their knowledge, skills, and behaviours.

To be effective in this role, you will need to possess excellent sector or subject knowledge as well as an understanding of professional development achieved through both On-the-Job and Off-the-Job training, professional development, and workshop learning relevant to your field of expertise.

### **Responsibilities**

- To plan, deliver and review underpinning knowledge, skills and behaviours in a workshop learning environment and record overall progress for each apprentice.
- To form relationships with employers ensuring the success of the programme and in order to generate new business.
- To support learners in understanding their responsibilities relating to on and off job training required by the apprentice.
- To be responsible for an agreed workshop section and to ensure performance targets are met.
- To provide coaching and skills support to ensure successful completion of EPA.
- To conduct tripartite reviews with the apprentice line manager and apprentice as often and appropriate to successfully complete EPA.
- To set achievable tasks and provide support throughout the apprentice journey including assisting the apprentice to be prepared for qualification, end assessment, and other knowledge tests



- To provide pastoral support to apprentices as required advising on areas such as mitigating circumstances and extensions.
- To recognise additional learning needs and signpost apprentices to any specialist support as needed.
- To provide advice and guidance where necessary regarding Safeguarding and Prevent to support apprentices and be responsible for ensuring that the workplace provides a safe environment by completing Health and Safety Assessments.
- To communicate effectively with apprentices using appropriate tools and hold regular meetings (frequencies to be agreed with your line manager) with apprentices, their employers, and academic staff.
- To work with academic colleagues supporting the agreement of on and off job development plans with the learners and monitor and record progress with this to ensure that the College remains compliant.
- To participate in relevant professional development.
- To assure full compliance with key policies, notably Single Equality, Health and Safety and Safeguarding.
- To carry out such other duties as the Principal may reasonably require.

#### **HOURS:**

37 hours per week. A flexible approach to the working hours is required, in line with the needs of the College. Core hours are as follows:

Monday – Thursday 7:45am – 16:45pm  
Friday 7:45am – 12:45pm  
(One hour lunch break each day)

## PERSON SPECIFICATION

**POST:** Apprenticeship Workshop Skills Coach in Engineering (Mechanical)

**DIVISION:** Engineering

<b>QUALIFICATIONS</b>		<b>Essential/ Desirable</b>	<b>To be identified by:</b>
1	Possess an appropriate Level 3 qualification in the relevant subject	E	Application form
2	Possess or be willing to work towards an appropriate Health & Safety qualification if required	E	Application form/ Interview
3	Possess or be willing to work towards an appropriate Assessor qualification within a specified timescale	E	Application form/ Interview
4	Possess or be willing to work towards an appropriate Verifier qualification within a specified timescale	E	Application form/ Interview
<b>KNOWLEDGE</b>			
1	Knowledge of National Vocational Qualifications in Engineering	D	Application form/ Interview
2	Computer literate and proficient in using software applications	D	Application form/ Interview
3	Knowledge of assessment procedures in in workshop learning including Engineering apprenticeships	D	Application form/ Interview
4	Awareness of Safeguarding Legislation	E	Application form/ Interview
<b>EXPERIENCE</b>			
1	Experience of undertaking assessment as part of National Vocational Qualifications	D	Application form/ Interview
2	Experience of planning and delivering training in the workplace/classroom/workshop	D	Application form/ Interview

3	Experience of working within occupational area of Engineering	E	Application form/ Interview
4	Experience of liaising effectively with employers	D	Application form/ Interview

### **PERSONAL**

1	Excellent communication skills	E	Interview
2	Good team working skills and commitment to team working	E	Interview
3	A commitment to ongoing professional development	E	Interview
4	Driver's license, access to a vehicle and appropriate insurance to cover Business Use	E	Application form/ Interview

### **STANDARD COLLEGE REQUIREMENTS**

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	Commitment to the delivery of excellent support to our students	E	Interview
3	Enthusiasm for the role of further education in building futures and changing lives	E	Application form/ Interview
4	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References
5	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment

*\*Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*