

Job Description

Job Title	Apprenticeship Skills Coach	Grade	9
Faculty	Faculty of Business and Social Sciences	School	Kingston Business School
Reports to	Head of Department of Management	Direct reports	n/a

Job purpose

You will act as the point of contact for apprentices and employers, providing information, advice and guidance, coaching and support. You will monitor progress against the apprenticeship standard and prepare apprentices for End Point Assessment. You will maintain strong employer relationships, ensuring apprentices make excellent progress in their professional skills development in the workplace and employers facilitate competence against the apprenticeship standard.

You will work across the School's Degree Apprenticeship provision, with a focus on Business management within the Department of Management

Role & Responsibilities

- Conduct reviews with apprentices and their line managers/mentors both in person in the workplace and online or by telephone, building productive relationships with both apprentice and employer and identifying any emerging issues, including safeguarding issues, at an early stage, providing interventions where required.
- Provide the first point of contact for both apprentices and for managers and mentors in the workplace keeping them informed of learner progress.
- Support induction and onboarding, including the Initial Learning (initial/individual learning plan...) process.
- Coach the learners in developing the skills and behaviours required by the apprenticeship standard and help them to evidence their competence in an e-portfolio.
- Conduct Skills Workshops, including academic skills, to prepare the apprentice for the End Point Assessment.
- Provide ongoing pastoral support to apprentices as their Personal Tutor, referring to Student Services where necessary.
- Liaise with academic teams and support students with their assignments, in particular the workplace projects.
- Represent the University in the workplace and provide information, advice and guidance.

Please note, on occasions other duties may be undertaken as part of this role and in line with the grade.

DBS Check

This post will require Disclosure and Barring Service clearance.

Person Specification

Knowledge & Qualifications	Essential	Desirable
▪ Degree in a related field or an equivalent professional qualification.	✓	
▪ Experience of teaching/assessing students, apprentices or trainees.	✓	
▪ Experience of leadership and management roles in education, industry, or public sector.	✓	
▪ Experience of developing positive and successful relationships with employers.	✓	
▪ A clean driving licence, be able to drive and also travel by public transport when required.	✓	

Skills & Competences	Essential	Desirable
▪ Ability to deliver at a consistent level of quality enhancement in all areas of academic practice.	✓	
▪ Act as a responsible team member and develop productive working relationships with other members of staff.	✓	
▪ Engage a diverse range of students to motivate and inspire them to perform at their best.	✓	
▪ Commitment to professional skills development and promotion of integrated professional practice.	✓	

Important Working Relationships
Head of School; Head of Department; School Management Team; Course Directors; Field Leader; Course Administrators; external engagement with employers; professional staff in central services across the university, including those based in the central Degree Apprenticeships team.