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| **Job Title** | Traineeship Coach |
| **Reporting to** | Head of Adult Education |
| **Overall purpose & Scope of role** | Deliver an outstanding teaching and learning experience for learners in line with traineeship programme learning aims. |
| **Key duties** | **Growth:**   * Produce, implement and maintain schemes of work and lesson plans * Update and design new course material to reflect funding and awarding body requirements * Manage time effectively to complete own workload and achieve required KPIs   **People:**   * Support learners to achieve level 1 qualifications * Coach, guide and encourage learners to give them the necessary skills, motivation and knowledge to progress into work, job placements or further education * Deliver teaching and learning to required standard * Ensure learners are fully aware of the qualification requirements and evidence required to demonstrate competency * Provide IAG to learners * Work to the company values, creating a great place to work for all * Ensure own CPD and professional competency is maintained   **Quality & Compliance:**   * Deliver high quality teaching, coaching, assessing through blended learning to verify skills, knowledge and competence of learners in line with company, OFSTED and awarding body standards * Effectively track and report on learner progress against lesson plans * Actively participate in team, company and standardisation meetings * Provide accurate information on learner attendance, reviews and progress on a daily basis * Ensure learners achieve their qualifications in accordance with agreed targets and timescales. * Ensure fair and transparent recruitment processes in line with company policies * Ensure CRM is being used effectively and accurately for tracking activity and reporting, maintaining accurate, up to date records of all assessment activities * Ensure Smart Assessor is being used in conjunction with associated KPI’s by all operational teams effectively and accurately * Conduct timely progress reviews with all learners in caseload in line with delivery model and stakeholder requirements * Manage and maintain quality and compliance report statistics to the targets set for acceptable levels * Access management reporting systems to self-serve on other relevant and compliance measures. * Provide regular and accurate forecasts on qualification outcomes and success rates in accordance with agreed targets and timescales. * Ensure learners who are at risk of or are falling behind with any aspect of their qualification are identified and take timely remedial action. * Support annual self-assessment activity for traineeship sector and ensure quality improvement actions are executed effectively * Keep up to date with and adhere to company, policies and procedures at all times * Demonstrate a commitment to safeguarding. Playing your part to protect colleagues and learners against all types of bullying, radicalisation or abuse * Take responsibility for the protection of data in line with policies and procedures   **Stakeholders:**   * Establish professional relationships with learners and staff members * Promote a positive and professional image of the company and all of the services it delivers * Partake in industry events and competitions by completing applications and promoting learners/colleagues |
| **Person Specification** | * Competent in the use of technology with excellent IT skills * Satisfactory employment/disclosure checks, commensurate to job role * Evidence of effective planning, organisation and time management |

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| **Knowledge, Skills, Attitudes and Behaviours required for the role:** | | | | |
| **Criteria** | | **Indicators** | | |
| Knowledge & Experience | | * 12 months recent teaching experience in employability or similar * Experience of teaching groups (10-20) in classrooms and online * Vocational or academic qualifications at the same level or above of those delivered | | |
| Qualifications | | * Relevant teaching qualification * Functional Skills Maths and English Level 2 * GCSEs English and Maths (C or above or key skills equivalent) * IAG Level 3 (desirable) | | |
| Skills | | * Planning and organising * Coaching & mentoring * Communication and presentation skills * Influencing * Sound attention to detail * Literacy and numeracy skills * IT skills * Written and verbal communication skills | | |
| Behaviours & Attitudes | | * Motivating & engaging * High energy and enthusiasm * Pragmatic approach to problem solving | | |
| **Responsibilities:** | | | | |
| * To adhere to ATL's Code of Conduct, policies and procedures at all times * To demonstrate and uphold ATL's values at all times * To demonstrate a commitment to safeguarding and to promote the safety and welfare of all learners * To maintain the responsibility of data protection, ensuring an awareness of all company policies and procedures relating to data protection and to adhere to any instruction(s) given pertaining to this | | | | |
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| I have read, understood and accept that this job description accurately describes my role, responsibilities and competency requirements | | | | |
| **Name** |  | | | |
| **Signature** |  | | **Date** |  |