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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
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| **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
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| 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)
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| 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
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| Behaviours & Attitudes | * Motivating & engaging
* High energy and enthusiasm
* Pragmatic approach to problem solving
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| **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** |  |