

Aspiration Training Ltd
Job description and personal specification

Job Title	Traineeship Coach
Reporting to	Traineeship Manager
Overall purpose & Scope of role	Deliver an outstanding teaching and learning experience for learners in line with traineeship programme learning aims.
Key duties	<p>Growth:</p> <ul style="list-style-type: none"> • 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 <p>People:</p> <ul style="list-style-type: none"> • 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 <p>Quality & Compliance:</p> <ul style="list-style-type: none"> • 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

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	<ul style="list-style-type: none"> • 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 <p>Stakeholders:</p> <ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Motivating & engaging • High energy and enthusiasm • Pragmatic approach to problem solving
Responsibilities:	
<ul style="list-style-type: none"> • 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 	
I have read, understood and accept that this job description accurately describes my role, responsibilities and competency requirements	



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Name			
Signature		Date	