

Job Title:	Apprenticeship Work Coach
Reports to (job title):	Apprenticeship Operation Managers
Line Manager to:	N/A

Job purpose

This post requires an occupationally competent individual who has a passion for supporting and coaching apprentices throughout their apprenticeship journey, across a range of Leadership, Health and Social and Clinical Care related apprenticeship standards.

The post holder will work in partnership with employers, line managers, workplace mentors and the quality assurance team, to provide high-quality coaching, progress reviews and ongoing support, ensuring apprentices remain engaged and make sustained progress.

The post holder will be responsible for inducting, coaching and mentoring, offering pastoral support and supporting assessment readiness, rather than formal classroom teaching, throughout the apprentice's learning journey. This includes supporting apprentices to achieve mandatory requirements such as Functional Skills in Maths and English where applicable.

Base

Runcorn or aligned to a service but will be expected to travel across to national services when necessary.

Key responsibilities

- Support apprentices to work towards successful completion of their apprenticeship standards
- Maintain high standards of coaching, support and assessment practice
- Engage and motivate apprentices, managers and workplace mentors in building individual learning and development plans aligned to workplace practice
- Provide coaching and pastoral support to individual apprentices, taking into account health and wellbeing
- Prepare, agree and review progress review action plans with apprentices and employers
- Complete regular progress reviews in line with programme and funding requirements
- Support apprentices to achieve Functional Skills where required through coaching and signposting, rather than direct teaching

- Proactively seek apprenticeship opportunities through the emerging apprenticeship standards within your sector, ensuring programmes remain fit for purpose and up to date
- Ensure all learners are safeguarded
- Complete the individualised learning record and progress reviews in an accurate and timely way
- Maintain documentation on apprentice progress, engagement and funding compliance
- Attend standardisation and quality meetings with other work coaches and assessors

Personal Specification

Essential

- Minimum of 2 years experience delivering apprenticeship standards, ideally across the leadership and business, coaching or healthcare Sectors, up to and including Level 5.
- Recognised assessor qualification - CAVA, TAQA equivalent
- Excellent verbal, written and digital communication skills
- Strong ability to provide high-quality coaching and support in a virtual or blended setting
- The ability to manage priorities and learner engagement ensuring effective progression, funding compliance and timely completions
- The ability to manage a caseload ensuring effective learner progression engagement, funding compliance and timely completions
- Prioritise workload and work to deadlines
- Computer literate in all Microsoft applications
- Quick learner who is able to solve problems autonomously
- Ability to work unsupervised for periods and manage time effectively.
- Able to travel to national meetings, events and learner sites if required.