**Digital Apprenticeship Skills Coach**

**Part Time (4 days), Permanent**

**£22,594 to £25,829**

At Nescot we are recruiting for a Digital Apprenticeships Skills Coach to join our Computing department.

Nescot has achieved a reputation over the years for being at the forefront of Computing and IT training in the UK. In 2024 The Sussex & Surrey Institute of Technology opened their Nescot campus with cutting edge technology to deliver a range of apprenticeships and higher education courses.

**What we are looking for:**

* Previous relevant demonstratable technical and vocational experience
* Recognised industry qualification to minimum level 5 are required.
* IT literate with knowledge of Computing Vendor qualifications.
* Open to change and have the skills to manage students effectively and meet challenges with a positive and flexible approach
* Energy and enthusiasm needed to contribute to a successful College and department.
* Good communication skillswith a drive to engage with a number of different employees

**Duties/responsibilities:**

* Support and assess apprentices across a number of digital apprenticeship standards.
* create learning materials and mark work, internally verify work and liaise with external examiners and external organisations.
* undertake a range of coaching and assessing activities and to contribute effectively to team working and providing tutorial support to students
* To ensure quality delivery and assessment and monitor timely success rates against minimum levels of performance benchmarks

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station, Free parking on-site
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”*

At Nescot, we’re proud of our inclusive culture and we welcome all applications. *Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).*

**Interviews will be held as and when candidates apply**



**Job Description**

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| **Position Details:** | |
| **Title:** | Apprenticeship Skills Coach |
| **Department:** | Computing |
| **Fraction:** | 0.8 FTE |
| **Status:** | Permanent |
| **Grade:** | NEL Support grade 6 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Head of Curriculum |
| **Job Purpose:** | |
| Supporting apprentices to gain the Knowledge, Skills and Behaviours to meet the requirements set out in the individual Apprenticeship Standards.  To assess work, track off-the-job training in line with the agreed training plan, support apprentices to develop and attend English and maths, to effectively track the apprentice journey, from start through to EPA.  To be responsible to ensure all parts of the apprenticeship are achieved, and evidenced, in line with Nescot and Awarding Body criteria.  Be accountable for adherence to all relevant quality procedures both internal and  external. Ensuring the highest possible standards are maintained. | |

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| **Main Duties and Tasks:** |
| * To support the learning outcomes of apprentices, both individually and in groups, through observation, assessment, guidance and delivery of underpinning knowledge and support to ensure all apprentices gain the Knowledge, Skills and Behaviours outlined in the Standard. * Identify and plan individual delivery of learning to ensure a logical sequencing of learning that maps against the requirements of the apprenticeship standards and end point assessments. * Be responsible for coaching, mentoring, and assessing a caseload of apprentices individually or in groups, in the workplace/college or remotely, ensuring they make good progress on mandatory qualifications where appropriate and develop the skills, knowledge and behaviours set out in the apprenticeship standard they are following. * Provide feedback to apprentices on their skills development including vocational and behaviours as to whether they are competent within the requirements and identify areas for improvement. * To assess work, track and verify off-the-job training, ensuring apprentices complete their OTJ diary and that entries are approved in line with the OTJ plan, support apprentices to develop English and maths, to effectively track the apprentice journey, from start through to EPA, and be responsible to ensure all parts of the apprenticeship are achieved, and evidenced. * To assess associated qualifications such as NVQs if required. * To ensure the Off the Job Training Hours Plan is kept current. * Carryout Professional Discussion with learners and employers prior to sign-up to ensure all are involved are aware of commitment and requirement of apprenticeship. Provide advice and guidance to employers and apprentices in relation to programmes and provide guidance on progression opportunities. * Take part in quality assurance and internal verification processes across a range of programmes acting as Internal Quality Assurer/ Verifier where required in support of the Lead IQA. * To support End-point-assessment planning to ensure timely completion of all apprentices. * To support in the interview and initial assessment process, gathering feedback from employers and apprentice. * To update tracking and e portfolio systems as appropriate. * To monitor, track and plan actions to support apprentice progress, ensure apprentice records are accurate, current and in line with college procedures and meet Awarding Body criteria. * To visit apprentices in the workplace, liaising with employers, mentors and with college teaching teams to ensure timely and successful completion for all apprentices. * In liaison with the employer agree and plan the 6 hours off the job learning (active learning) to meet business needs. * To book progress meetings on an 8-10 weekly basis, ensuring the employer attends or contributes to the review, feedback results to all parties for signature, and set targets for the next review. * To guide apprentices in building portfolios of evidence and to coordinate and monitor their production, and ensure they are ready for Gateway. * To report Change of Employers, Redundancies, Withdrawals and Breaks in Learning in a timely manner to the Apprenticeship Team, providing all documentation requested including an update on the Off the Job Hours and Training Plan completed to that point in time. * To prepare the apprentice for Gateway, ensuring Off The Job Hours meet the requirement from the contract and extended where the apprentice goes beyond the end date; to follow the claims procedure for technical or NVQ certificates; to collaborate with the employer and apprentice and confirm they are ready for Gateway by signing the Tri-Party Agreement along with yourself; to ensure the Portfolio is submitted in completion status for Gateway; to support the apprentice throughout the EPA process, and record achievement on college systems. * Develop relationships with employers and work placement providers to establish new opportunities. * To effectively liaise with the apprenticeship department to ensure a collaborative process exists to the benefit of the learners. * To effectively manage the learning process to ensure that learners are ready for EPA and complete, timely, by the agreed end date. * To actively promote the provision of the department and assist with marketing activities. * To keep up to date with current developments in own area(s) of occupational competence and information technology. * Keep CPD up to date by reading relevant journals, going to meetings, attending relevant courses and volunteering in industry, as appropriate. * To be fully flexible in order to meet employer engagement needs and market demands. * Meet and liaise with the Curriculum Manager and IQA as required for regular support and performance management. * Meet targets for timely and overall success rates. Ensuring every learner’s achievement and success is timely. * To attend and participate in College, department and team meetings as required and be a member of various relevant assessment, validation and examination boards. * This post requires full compliance with Health & Safety, Safeguarding, Equality & Diversity and policy and procedures at all times. * Undertake any other duties commensurate with the grade range of the post. |

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| **Personal Development:** | | | | |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. | | | | |
| **Equality and Diversity and Nescot Enterprises Values:** | | | | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nescot’s Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. | | | | |
| **Safeguarding and PREVENT Responsibilities:** | | | | |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within Nescot Enterprises. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. | | | | |
| **Additional Duties:** | | | | |
| * To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. | | | | |
| **Health and Safety:** | | | | |
| * Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions.  In addition, you must co-operate with the College on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare. * The Health and Safety Policy is available through Sharepoint, your line manager or via Onboarding . | | | | |
| **Annual Leave:** | | | | |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder, it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: Assistant Principal Date: March 2024  UPDATED BY: HR Date: June 2024 | | | | |
| **Person Specification – Apprenticeship Skills coach** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Recent & relevant work experience for subject taught (industry or commerce)  Recent experience of assessment & Internal Verification in subject area  Experience in using an e-portfolio platform for monitoring apprenticeship performance  Experience of working with candidates with a wide range of abilities  Experience of assessing in the workplace | A/I  A/I  A/I  A/I  A/I | Experience of working in an FE/College environment | A/I |
| **Skills and Abilities** | Ability to communicate clearly and concisely in both written and verbal form to a wide range of employers and staff members  Excellent interpersonal skills  Good time management skills in order to meet targets  Ability to organise workload and undertake administrative duties  IT literate with word processing & spreadsheet skills  Skills to prepare the learning resources required  Ability to teach and assess students to certificating body and Nescot standards  Proven ability to work within a team  Ability to motivate self and others (colleagues and students)  Ability to respond to differing learner needs and be proactive to enable them to succeed  Able to work well under pressure | A/I  I  I  I  I.O  O  O  A/I  A/I  O  A/I |  |  |

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| **Qualifications** | Possess an academic qualification at a minimum of NVQ level 4 or equivalent in subject area  Recognised industry NVQ qualification to Level 5  Hold D32/D33/D34, A1, V1, Assessor qualification or be working towards the Assessor qualification  Possess or working towards a minimum Level 2 standard in English and Maths or be working towards  Hold a full clean UK driving license. | A  A  A  A | Hold D32/D33/D34, A1, V1, Assessor qualification or be working towards the Assessor qualification  Hold a coaching or mentoring qualification or be working towards one. |  |
| **Personal Qualities** | Ability to use own initiative and work independently  Able to engage, inspire and motivate learners  Is committed to continuous quality improvement and maintains high expectations of self and others  Shows determination and resolve to achieve targeted outcomes  Professional appearance  Is willing to work flexibly in terms of duties and hours  Commitment to continuing professional development  A demonstrable commitment to Equality & Diversity and Nescot Values  Commitment to safeguarding, PREVENT & promoting the welfare of students  The required health and physical capacity to carry out the relevant teaching activities, after the College has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | A/I  A/I  A/I  A/I  I  A/I  A/I  A/I  A/I  M  A/I |  |  |

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| **KEY** | | | | |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |