Job Description – Construction Skills Coach

Job Title:	Construction Skills Coach (Southern Region)
Reporting To:	Centre Manager
Hours Of Work:	Full Time
Salary:	£36k p/a

Summary of Post

This is a great opportunity for a dynamic, professional individual to be part of a team that delivers training and coaches learners to achieve Apprenticeship Standards. This is an exciting position working with a caseload of learners, where you will act as their construction skills coach, support their personal development and career aspirations, lead upon multi assessment onsite visits, including the scheduling, planning and recording activity that demonstrates apprentices' new skills development in the work setting and the acquisition of new knowledge, skills and behaviours.

A real passion for learning and developing learner motivation and skills is essential. You will be required to use your expertise to provide a high-quality learning environment within a context of a work setting and work closely with the Learner Coach and Technical Instructors. You will work in a demanding and rewarding environment with young people and adults and this will require a flexible approach.

Key Success Factors

At all times ensure that high standards are met, including:

- At all times ensure that high standards are met, including:
  - Upholding and promoting Simian Risk Management's interests at all times, through our brand, ethos, mission and values
  - Ensuring learners and customers have an amazing learning experience.
  - Achieving agreed Key Performance Indicators (KPI's).
  - Ensuring all working practices and administrative tasks are completed in a timely, consistent and accurate manner.

Key Tasks and Responsibilities:

- Lead on the multi assessment onsite visits, including the scheduling, planning and recording activity.
- Ensure that learners are provided with the opportunities to demonstrate new skills development in the work setting and the acquisition of new knowledge, skills and behaviours.
- Provide training, coaching and support to learners in the workplace to enhance and strengthen their knowledge, skills and behaviours to ensure learners are on track to achieve their full apprenticeship standard by their planned end of training date.
- Develop and deliver timely innovative intervention solutions to ensure learner retention and achievement including practical skills development in the workplace as required.
- Conduct learner work-based multi assessment observations and provide feedback and feedforward so that learners have SMART targets to further develop their knowledge skills and behaviours whilst working on site with their employer.
- Meet the requirements of the Apprenticeship Funding rules including timely and accurate completion of all learner journey documentation.

DRAFT

SIMIAN

Job Description – Construction Skills Coach

- Monitor, review and document apprentices progress based on the multi assessment visits in the workplace aligned to knowledge, skills and behaviours against national standards of an apprenticeship programme.
- Work to agreed caseload targets and KPI's.
- 100% of learners are developing new skills.
- 100% of learners to be EPA ready by their planned end date.
- Conduct 5 multi assessment work-based visits during the lifetime of an apprentice's programme.
- Ensure that work scrutiny and marking of learner work is carried out with diligence and accuracy.
- Promote the organisations curriculum offer amongst employers, generating new starts, and be responsible for generating 15% of agreed caseload.
- Liaise with other staff and local employers regarding training initiatives.
- Develop best practice in recording learner progress of their knowledge, skills and behaviour including learner engagement with completing their electronic and paper-based portfolios, evidence capture and learning materials. (Smart Assessor).
- Liaise with instructors, learner coaches and other staff and employers to enable and encourage learner achievement, progression and retention.
- Ensure all safeguarding, prevent and welfare issues are reported and escalated as per Simians policy and processes.
- Ensure all learners and staff adhere to safe working practices and maintain appropriate standards of learner behaviour at all times.
- Keep up to date with development of standards and general developmental and professional issues relating to the delivery of learning.
- Ensure minimum levels of CPD as determined for the role are completed on an annual basis.

Criteria	Essential/ Desirable	
• Level 3 Qualified (as a minimum) within at least one relevant vocational sector	E	
• English to at least level 2	E	
• Maths to at least level 2	E	
• IT qualifications to at least level 2	E	
• Certificate in Teaching in the Lifelong Learning Sector (PTLLs) or equivalent – Level 3 teaching qualification.		D
Experience		
• Evidence of delivering high quality and effective learning experiences	E	
• Evidence of providing learning to groups and individuals	E	
• Evidence that you are able to apply effective approaches to teaching and work-based observations / assessment	E	D
• Recent relevant experience of working within specific skill area across Construction	E	D
• Producing and presenting information and reports using a variety of methods	E	
• Evidence of offering inclusivity to learners	E	
• Excellent communication skills (oral and written) and demonstrable presentation skills	E	
• An understanding of safeguarding and prevent its importance within the education sector; suitability to work with young and vulnerable adults	E	
• Ability to determine priorities and make decisions, supported by excellent organisational skills	E	
• Ability to work independently and as part of a team to deliver individual and team objectives	E	
• Personal positive impact	E	

DRAFT

SIMIAN

• Enthusiasm	E	
• Self confidence	E	
• Commitment to learner's experience	E	
• Flexible	E	
• Open and responsive	E	
• Ability to articulate clearly and objectively	E	
• Cultural sensitivity	E	
• Reliable	E	
• Work to deadlines	E	
• Ability to adhere to all Simians process and procedures	E	

DRAFT