

Job Description



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| JOB TITLE: | Technical Skills Coach – Carpentry |
| STATUS: | Permanent |
| SALARY: | Scale J £32,561 - £35,253 |
| HOURS: | 37 hours per week Monday-Thursday: 8am-4pm; Friday: 8am-3.30pm (including a 30-minute unpaid break each day) |
| REPORTS TO: | Head of Apprenticeships |
| CAMPUS: | Slough & Langley College |
| JOB PURPOSE: | Manage a caseload of carpentry apprentices by providing support, skills coaching, and mentoring. Enhance the experience for both apprentices and employers, aiming for a successful end point assessment in our Carpentry Apprenticeship Programme. |

Main Duties: N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal.

- 1) To manage a caseload of apprentices carrying out visits and formative assessments in the workplace or remotely to progress towards a successful gateway.
- 2) To manage a caseload of apprentices, providing coaching, mentoring and assessment with constructive feedback to secure timely and successful achievement towards EPA Gateway. Where needed additional support will be provided to apprentices who need it.
- 3) To provide ongoing support to apprentices and their employer, including explaining the standards fully and maintaining regular contact throughout the apprenticeship ensuring the employer is engaged throughout.
- 4) To conduct progress reviews with the apprentice and line manager every 10-12 weeks either in the workplace or remotely to discuss learner progress, provide feedback, discuss any concerns, track completions towards skills, knowledge and behaviours ensuring the apprentice is working towards Gateway readiness.
- 5) Carry out an initial assessment with the apprentice before commencing the programme and establishing the pathway and level to be undertaken. Agree with a realistic start and planned end dates ensuring all aspects of the standards will be achieved by conducting a skills scan with apprentices and employers during first visit.
- 6) To support stakeholders and employers in understanding their responsibilities relating to on- and off-job training required by the apprentice, you will also be responsible in monitoring and tracking

the apprentices off the job training hours.



- 7) To communicate effectively with apprentices using appropriate tools such as Microsoft Teams, and effective use of e-portfolios where remote assessment and tracking can be implemented.
- 8) To monitor, track and support the 'off the job' training hours of the apprentices to ensure that audit requirements are met and liaise with apprenticeship central team.
- 9) Make proficient use of EBS, Pro-achieve, E-Portfolio systems and other centrally approved systems to support accurate and timely maintenance of apprentice records to ensure adequate tracking of apprentice's progress is up to date and available when requested.
- 10) Work closely with EPAOs relevant to your Apprenticeship industry and stay informed on EPA developments and Apprenticeship updates.
- 11) Work closely with the central Apprenticeship team to ensure information is shared and apprenticeship details are shared on a regular basis.
- 12) Support the Apprenticeship tutor as required with in-class/workshop delivery.
- 13) Any other duties commensurate with the grading of this post may be required from time to time.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

PERSON SPECIFICATION



| | Essential | Desirable | Source of Evidence |
|---|-----------|-----------|--------------------|
| EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS | | | |
| L2 English | X | | AF |
| L2 Maths | X | | AF |
| Appropriate Degree and/or vocational qualification or equivalent (please state this in your application) | X | | AF |
| Assessor award A1 or equivalent or willing to work towards. | X | | AF |
| EXPERIENCE | | | |
| Proven experience of working with Apprentices, employers or in an Apprenticeship based office | | X | AF / IV |
| Proven experience of working with awarding bodies, EPAO's and curriculum teams. | | X | AF / IV |
| Working with students of differing levels of ability and backgrounds. Experience and knowledge of Additional Learning support for Apprentices | | X | AF / IV |
| Knowledge and evidence of ongoing curriculum development and managing the learning process | | X | AF / IV |
| SKILLS, KNOWLEDGE AND ABILITIES | | | |
| Be highly organised, methodical and have a flexible approach to working practices. | X | | AF |
| Proven ability to use Microsoft Office, Word, Outlook, and PowerPoint. | X | | AF |
| Proven ability to work independently and as part of a large team, including the ability to team teach. | X | | AF |
| Demonstrable excellent oral and written communication skills. | X | | AF |

KEY:

- Evidence of all the elements marked AF or AF/IV must be present in the application form to be shortlisted for an interview.
- All the elements marked IV will be assessed at interview.
- All the elements marked AF/IV will also be assessed at interview.
- All or some of the elements may be assessed by the Test/Presentation.