

Job Description

Skills Coach

Faculty of Business and Law

Grade: F

Role profile: SMF1

Full time (37 hours per week)

Permanent

Location: Hybrid (a min. 2 days per week on campus. Additional days may be required depending on service needs)

	Duties of the role
Overall purpose of the role	<p>Working within the Faculty Apprenticeship team, the Skills Coach will work with apprenticeship students to support them throughout their learning journey in order that they successfully complete their apprenticeship programme.</p> <p>The Skills Coach will utilise a coaching and mentoring approach to support students to meet the relevant apprenticeship standards and develop a comprehensive and suitable portfolio of evidence in consideration of the relevant apprenticeship standards and requirements.</p> <p>The Skills Coach will report into Apprenticeship Lead.</p>
Main duties and responsibilities	<ul style="list-style-type: none"> To be a key contact for a cohort of apprenticeship students, providing relevant support in order that all apprenticeship students have a positive and consistent learner experience. To provide guidance and support to apprenticeship students throughout their learning journey, helping them to achieve and reach their potential. To provide in-depth coaching and mentoring support to students throughout the learning journey, ensuring their development and achievement in line with the relevant apprenticeship standards, overcoming any barriers. To develop strategies and methods with the apprentice and workplace mentor, utilising a coaching and mentoring approach, in order to support and improve the student's academic performance, overcoming any barriers and agree suitable learning outcomes and work-based development activities in line with the apprenticeship standards. To review and assess student work in line with the relevant assessment standards giving relevant feedback, ensuring that the student is progressing successfully towards the End Point Assessment Gateway. To understand and be able to implement, embed and adapt a range of suitable learning methodologies and strategies to support individual student's success. A clear understanding of how the methodologies and leaning strategies

	Duties of the role
	<p>transpose into the workplace environment.</p> <ul style="list-style-type: none"> • To design and deliver interactive and engaging sessions for students, including (but not limited to) training sessions, 121 sessions, sessions to prepare students for the End Point Assessment activities. • To conduct regular review meetings in line with the apprenticeship regulations, to include the Quarterly Review Meetings and record and monitor the student's continued progress devising appropriate support and learning interventions as needed. • To monitor and analyse student progress data across the cohort, providing reports and trend analysis as necessary to senior management in order to enable proactive management and enhancement of the apprenticeship programme. • To work collaboratively with other colleagues within the faculty and across the university to ensure the effective delivery and compliance of the apprenticeship programme. For example, the Faculty Apprenticeship Team and the university's central Apprenticeship Team. • To participate fully in the University's Quality Assurance process relating to apprenticeships. • To carry out relevant administrative duties associated with the post, including compiling and maintaining relevant student documentation and evidence. • An understanding of Ofsted requirement for apprenticeship provision. • To be involved with the promotion of apprenticeships both on and off site where needed. <p>Additional Information</p> <ul style="list-style-type: none"> • This role is subject to a DBS check the level of DBS check will be determined at offer stage. • Promote and exhibit DMU values and be a role model for the university's code of conduct: <ul style="list-style-type: none"> • Collaborative – Work together to achieve joint outcomes, understand how your work contributes to DMU, and be aware of your personal impact on others. • Compassionate – Be open, honest, and caring, work on a basis of trust, and hold yourself accountable for your actions. • Creative - Strive for better, challenge bureaucracy, explore digital solutions, and innovate creatively. • Community minded - Embrace alternative views, treat others with respect, and tackle inequalities. • Perform any other duties commensurate with the job grade as reasonably required from time to time. • Treat all DMU staff, students, contractors and visitors with dignity and respect. Provide a service that complies with the Equality Act 2010, eliminating unlawful discrimination, advancing equality of opportunity and fostering good relations with particular attention to the protected

	Duties of the role
	<p>characteristics of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief (or none), sex and sexual orientation.</p> <ul style="list-style-type: none">• All members of staff are responsible for their contribution to improved environmental performance and in reducing greenhouse gas emissions at DMU. It is therefore required that all members of staff are aware of how the Environmental Policy relates to their own role at the University. Staff conduct must reflect the values inherent in the Environmental Policy and where required staff must cooperate with Environmental Policy and where required staff must cooperate with environmental compliance and conformance requirements to help minimise our emissions to air, water and land.

Person Specification

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Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
Qualifications & Training	Postgraduate degree in related subject or relevant, equivalent industry experience	Essential		X			X
	Doctoral degree		Desirable	X			X
	A D32, D33, A1, V1, CAVA or equivalent qualification	Essential		X			X
	Coaching/mentoring qualification or equivalent experience	Essential		X			X
Previous Work Experience	Experience of working with students and supporting them to achieve and reach their potential	Essential		X	X		
	Experience of reviewing and assessing students' work in line with relevant assessment criteria and providing suitable feedback	Essential		X	X		
	Experience of working within an education setting, preferably within a Higher Education context		Desirable		X		
	Experience of working with a diverse range of students, being able to respond and adapt to students' needs ensuring inclusive access for all		Desirable		X		
	Experience of using relevant IT software, including MS Office, to support students and track and monitor progress	Essential		X	X		
	Experience of delivering and designing training sessions for students		Desirable		X		
Specific Knowledge/Skills/Abilities/ Motivation/ Attitude Required	Knowledge and understanding of apprenticeship programmes, including knowledge of business management and business environments	Essential		X	X		

Area of responsibility	Requirements	Essential or desirable		*Method of assessment			
				A	I	T	D
	Knowledge and understanding of learning methodologies and strategies for supporting student learning and progress		Desirable		X		
	Ability to communicate effectively in both the written and spoken word, adapting style as appropriate to the needs of the audience, ensuring learners needs are supported	Essential		X	X		
	Ability to work autonomously, using own initiative		Desirable		X		
	Ability work collaboratively with a range of stakeholders, building positive and professional relationships		Desirable		X		
	Ability to provide high level of customer service to students and employers	Essential		X	X		
	Ability to analyse and interpret data/information and present this information to inform decision making		Desirable		X		
	Ability to manage own time, effectively prioritising tasks and managing conflicting demands	Essential		X	X		
Additional Requirements	General awareness and understanding of Safeguarding principles and the ability to act/signpost as necessary	Essential		X	X		
	This role is subject to a DBS check, the level of DBS check will be determined at offer stage.	Essential					X
	Willingness and ability to undertake occasional UK based travel for apprenticeship events off site	Essential			X		

***A = Application Form; I = Interview; T = Test; D = Documentary Evidence**