

JOB DESCRIPTION/PERSON SPECIFICATION

Job Title:	Vocational Trainer Coach
Responsible to:	Operations Manager/Performance and Development Manager

1.	Job Purpose:
1.1	To teach, coach, and assess apprentices who are not in full time education, through their program ensuring they have the appropriate knowledge skills and behaviours, resulting in a timely positive achievement.
1.2	A Vocational Trainer Coach (VTC) will develop their own ability in teaching, leaning, assessment and coaching to manage a caseload of apprentices, progressing, and promoting positive outcomes for apprentices through to completion, ensuring that the outcomes meet funding and government requirements against the accountability framework

2.	Key Responsibilities:
2.1	Manage a caseload of apprentices ensuring that they achieve in a timely manner against their agreed learning plan.
2.2	Work with colleagues to support and facilitate learning where necessary to ensure apprentices are engaged and on target to achieve their program. Develop plans to ensure apprentices are caught up to achieve timely if they have fall behind or at risk if non-achievement.
2.3	Monitor apprenticeships progression and ensure that teaching, learning, assessment, and coaching is completed to fulfil their requirements to achieve EPA.
2.4	Ensure all Apprentices are seen in line with our standard operating procedures and funding rules.
2.5	Engage with employer and apprentices keeping them up to date with progress and highlighting and concerns.
2.6	Take part in CPD activities where necessary to support personal development and awarding organisations.
2.7	Engage with employers and other stakeholders to maintain caseload of learners by promoting the effective of apprenticeships and enrolling new learners to our programs
2.8	Attend meetings / 1:1 and other scheduled appointments as required.

2.9	Promote and monitor equality of opportunity and safe working practice, being a sounding board for good practice.
2.10	Ensure the Education Inspection Framework (EIF) is fully implemented across the provision.
2.11	Behave in a responsible manner, embedding the core values of TEC partnership in everything you do.
2.12	Follow and embed our standard operating procedures.
2.13	Behave in a responsible manner, embedding the core values of TEC partnership in everything you do.
2.15	Be an advocate to teaching and learning, actively promoting the attitudes and behaviours that expected for an outstanding quality of education experience.
2.16	Facilitate the delivery of functional skills to support apprentices in achieving in a timely manner.

3.	Specific Duties:
3.1	Ensure that apprentices start, progress and complete their apprenticeship standard and associated parts in a timely manner in line with company expectations.
3.2	Complete regular visits and reviews with apprentices according to our procedures and expectations.
3.3	Engage with employers and other stakeholders, promoting our offer and the apprenticeship programmes.
3.4	Manage your time effectively in line with our company policy to efficiently service all your apprentices that are part of your caseload.
3.5	Positively contribute to individual and team KPI's, exceeding expectations where possible and become an advocate for TEC partnership.
3.6	To actively plan for all apprentices to complete their apprenticeships within the funding period set out in their training plan.
3.7	Manage travel and costs inline with company expenditure policy and where possible use alternative solutions to support the companies carbon footprint.
3.8	To support the team in achieving their budget and financial outcomes, including the promotion of new apprentices that require enrolling and associated marketing activities.

4.	Budget Responsibility:
4.1	The post has no specific budget responsibility other than the general requirement to ensure that any spending they are responsible for is undertaken in accordance with the Partnership's purchasing and financial regulations.

5.	Continuing Professional Development:
5.1	The post holder will proactively take part in the Partnership Appraisal (PDR) process and will appraise any staff they are responsible for.
5.2	The post holder must undertake all training deemed mandatory by the Partnership (e.g. Safeguarding, Equality and Diversity and Health and Safety) and will be expected to attend all other relevant training and continuous professional development events. They are responsible for their own professional updating

6.	Health and Safety:
6.1	<p>The post holder will be required:</p> <ul style="list-style-type: none"> • To take reasonable care to safeguard their own safety and that of others with whom they work. • To cooperate with designated officers named by the Governors and/or the principal and any other designated Institute manager to enable the Institute to comply with its obligations under Health and Safety legislation. • Not to interfere with or to misuse anything provided in the interests of health and safety or welfare. • To report immediately any defects in plant, equipment or the environment

7.	Equality and Diversity:
7.1	The Partnership is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Partnership's Equality policy as appropriate.

8.	Safeguarding Children and Vulnerable Adults:
8.1	The Partnership recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Institute group activities and expects all staff to share this commitment. All safeguarding mandatory training and updating must be undertaken (see 5.2)

9.	TEC Partnership Policies and Procedures:
9.1	All staff are required to be aware of and comply with all TEC Partnership Policies and Procedures which are accessed via the Virtual Learning Environment.

Note

This job description is current as at the date of your appointment. In discussion with your line manager your post description may be varied at any time to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

Please see following page for Person Specification

Qualities	Specific Requirements	E	D
Qualifications and Training	Level 2/GCSE English and Maths CAVA Level 3 or Equivalent AET Level 3 or equivalent teaching qualification Coaching and Mentoring Level 3 or equivalent. Competency Qualifications to assess practice. At least five years competent experience Supervisory Experience	E E E	D D
Specialist Knowledge	Knowledge of Apprenticeship Standards Drive and Determination to achieve objectives and Targets. Proven track record of commercial awareness and acumen	E E E	D
Experience	At least five years industry experience in your chosen competency sector. Experience as a multidisciplinary expert with transferable skills. Team leading/supervising or management skills. At least Three years experience as a leader where management is a competency sector for delivery.	E E E E	
Skills and Attributes	Outstanding interpersonal skills to engage with stakeholders. An excellent level of integrity. Good time management skills. Excellent communication skills. Excellent listening skills. Positive attitude to self-development and learning. IT Skills – Microsoft suite.	E E E E E E	

Other	DBS check carried out on appointment. Clean current drivers license and travel is an essential part of this role.	E	
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Qualities identified and determined by:

E = Essential

D = Desirable