CANDIDATE PACK



Job Title:
Skills Coach - Motor Vehicle

LONDON SOUTH EAST COLLEGES

Part of Elevare® CIVIC EDUCATION GROUP

About Us

London South East Colleges is a thriving further education college with seven campuses across Bexley, Bromley, Greenwich and Lambeth.
Our ambition is to transform lives by the power of learning. We know that education has a hugely positive impact on people's lives and are passionate about helping people to realise their potential.

We are determined to make a positive difference to our local communities. Our college operates as a social enterprise, generating social value and supporting social mobility for all.

We constantly seek new talent to join our organisation and welcome applications from people with a wide range of skills and experience. We value our staff and are committed to investing in them and their futures – offering competitive salaries, benefits and training packages.



Our Mission, Vision and Values

London South East Colleges will endeavour to be true to its values and ensure we deliver on our mission: to provide leadership, knowledge, and resources to unleash the power of learning as an agent for social change.

Vision

Transforming Lives through the Power of Learning: We believe that education changes lives and communities for the better.

Values

Lead Locally

We take our public responsibility seriously. We serve communities and respond to their needs, creating social value and making a strong impact. We are more than education. We are leaders in the community

Act Responsibly

Acting responsibly is core to everything we do. We are ethical, we have integrity, and we operate responsibly, treating everyone with respect. We don't let people fail. We always do the right thing

Fearless Pioneers

One step ahead, we look courageously to the future and stand out with confidence. We take the lead in shaping the local and national agenda and are true pioneers of the sector. We are never afraid to take things on

Continuously Innovate

Through our sector-leading research and evidence-based policies, we promote best practice. We continually learn, looking outwards and inwards to support and improve the wider system through our innovative approaches

People First

We are inclusive to everyone. We take a principled and personalised approach by learning, listening and treating everyone as individuals. All decisions are made with people at the centre.

General

The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. All College employees are required to undertake the following general duties:

- Carrying out such other duties as may be reasonably requested by the line manager, or any more senior manager
- Compliance with health and safety policies and procedures and risk assessments
- Sharing in the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults
- Awareness of the College's Equality and Diversity policies and targets, and actively promoting equality of opportunity
- Ensuring adherence with Risk Management Policy.
- To assist at College enrolment/promotional events/induction/open evenings as required (which will entail occasional attendance for which time off in lieu will be agreed)

Our STARS framework:

- **Standout -** we will stand out. We are a good education group with outstanding features. Keen to innovate, we create social value and push the boundaries to achieve more.
- **Teamwork -** we are a team. Together, we get the job done. Together we achieve our goals. It's everyone's job to step in and help.
- **Accountable** - we own our actions. We take responsibility. We are accountable for the decisions we make and how these affect others. We own this.
- **Respectful -** we respect everyone- full stop. Diversity is valued, and we maximise this as a talent and strength.
- **Striving** - every day we strive to be better. To achieve more. To continuously improve in all that we do. Individually, and as a group.



Job Description

Post: Skills Coach / Assessor Motor Vehicle & Autocare

Reports to: Curriculum Manager for Trades and Services

Hours: 37 hours per week

POST SUMMARY:

- To deliver, assess, coach and mentor apprentices on their mandatory qualifications to meet the gateway for EPA.
- To be responsible for ensuring timely achievement for every apprentice on case load across all components of the apprenticeship programme from initial sign up to completion.
- To monitor and report on progress of all learners
- To liaise and communicate progress with internal staff, learners and employers as required.

MAIN DUTIES AND RESPONSIBILITIES OF THE POST:

Skills Coach/ Assessor Duties

1. Plan individual delivery of learning to map against the requirements of the standards, mandatory qualification and end point assessments for apprentices

2. Conduct initial assessment activities for learners and collect enrolment paperwork and information from learners.

3. Advise learners on the most suitable qualification and combination of units prior to the start of their programme and to agree an individual learning plan with each learner.

4. Plan with, and assess a caseload of learners remotely, on college site and in the work place, training them in preparation for end point assessment

5. Complete assessment (where relevant to the embedded qualification) using dynamic assessment methods.

6. Provide feedback to learners as to whether they are competent within the requirements and identify areas for improvement.

7. Accurately complete and return within specified deadline paperwork and/or electronic records of learners' initial assessment; enrolment; individual learning plan; learning planning; feedback; progress; learning activity; outcomes of assessment; and information, advice and guidance.

8. Coach and monitor learners to document their on and off the job training.

9. Engage with the use of an online platform.

10. Provide on-going support for learners to ensure their timely completion of their mandatory qualifications, EPA and apprenticeship.

11. Review learners at regular intervals in accordance with their commitment statement and provide detailed feedback on progress and achievement to progress pass their gateway to EPA.

12. Work and liaise with employers to confirm when the learners is ready to proceed pas the gateway to EPA.

13. Mentoring learners with varying barriers to learning.

14. Liaise with learners' line managers and employers to ensure appropriate opportunities for training and assessment are available to the learners both on and off the job.

15. Meet targets for timely and overall success rates. Ensuring every learner's achievement and success is timely.

16. Provide information on learner progress and achievement as required and according to the College quality systems to the programme to the Career Pathway Manager and Internal Quality Assurer (IQA).

17. Meet and liaise with the IQA (where relevant) and Career Pathway Manager as required.

18. Attend standardisation and/or quality assurance meetings as required by the college.

19. Attend External Verifier visits where relevant.

20. Report potential leads and issues relating to employers to the Career Pathway Manager and the College Business Development team.

21. Work with the Director of Apprenticeships and Distance Learning and Career Pathway Manager to ensure the actions in the QIP are carried out within an agreed timescale.

22. Take part in CPD to maintain professional occupational competence.

23. Share and contribute to the colleges vision, mission and values and communicate them through management of behaviours

24. Actively promote and model good practice n equality and diversity, safeguarding and health and safety and carry pout impact and risk assessments as necessary.

25. Liaise with other teams across curriculum delivery where relevant.

26. Provide labour market intelligence to the Business development team as appropriate.

27. Report to the recruitment team learners requiring support for new employment opportunities.

General:

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. The post holder must comply with and implement relevant health, safety, security and welfare processes as required by the relevant statutory or college procedures.

Person Specification for Skills Coach / Assessor Motor Vehicle & Autocare

Qualifications

	Essential	Desirable
Hold a Level 3 vocational qualification or equivalent in the vocational area.	✓	
Hold a coaching or Mentoring qualification or be working towards one.		✓
Hold a teaching qualification, PTTLS as a minimum or be working towards		✓
Possess or working towards a minimum Level 2 standard in English and Maths	✓	
Hold D32/D33, A1, TAQA Assessor qualification or be working towards the Assessor qualification	✓	

Knowledge and Experience

	Essential	Desirable
Relevant and current experience working within the vocational sector – minimum of 5 years	✓	
Excellent practical, theoretical and knowledge of vocational specialisms	✓	
Experience of working in a variety of settings with flexible working arrangements		✓

Skills and Competencies

	Essential	Desirable
Microsoft Office skills appropriate to post	✓	
Excellent interpersonal, written and verbal communication skills	✓	
Honesty, integrity, professionalism and respect for confidentiality	✓	
Outstanding organisational skills with the ability to work under pressure, be flexible and resilient.	✓	
Able to meet people with ease and build beneficial relationships.	✓	
Able to council, negotiate and advise others	✓	
Be approachable, accommodating and unassuming	✓	
Possess self-confidence, enthusiasm and persuasion.	✓	
Able to work to a high standard and maintain quality.	✓	
Able to motivate others to succeed	✓	
Car driver		✓
Good interpersonal skills	✓	
Effective organisational skills	✓	
Prepared and able to promote equal opportunities and anti-discriminatory practice	✓	
Prepared to work in accordance with the College Health and Safety policy	✓	


LONDON SOUTH
STAFF

How to Apply

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