



Degree Apprenticeship Coach

Reference: R220493

Salary: £35,333 to £42,155 per annum Grade 8, depending on experience

Contract Type: Continuing

Basis: Full Time

Job description

Job Purpose:

The Degree Apprenticeship Coach will support the professional development of the apprentices enrolled on Degree Apprenticeship programmes delivered by the College of Health and Life Sciences, with a particular focus on the Healthcare Science Practitioner (Audiology) apprenticeship in the first instance. You will develop and maintain a relationship with the apprentices and their employers, by carrying out regular tripartite progress reviews. The primary goal is to provide the apprentices with the necessary coaching support for them to satisfactorily complete the apprenticeship, by promoting and tracking their engagement with the programme, in line with the apprenticeship standard. The Degree Apprenticeship Coach, the apprentice and the employer will work together to integrate academic study with the specific responsibilities of the apprentice's work role. To this end, the Degree Apprenticeship Coach will need to have a sound understanding of the apprenticeship standard and will be familiar with the relevant Degree Apprenticeship programmes.

Main duties and responsibilities

- ▶ Support, and monitor, the completion by apprentices of their "off the job" learning activity and accurate recording of activity logs.
- ▶ Facilitate the apprentices in the production of evidence for the portfolio to meet the Apprenticeship Standard.
- ▶ Encourage reflective practice throughout the apprenticeship, helping the apprentice to ground their learning in real-world work experience.
- ▶ Undertake tripartite reviews with the apprentice and their line manager/mentor and ensure such reviews are documented with responsibilities actioned.
- ▶ Guide the apprentice on the relevant University process and regulations as appropriate, including Safeguarding, Prevent Duty etc.
- ▶ Assist apprentices in preparation for the End Point Assessment (EPA) gateway, working from the initial meetings and referring to this regularly to ensure all checks are understood and ready for completion.

Quality Assurance and Administrative Responsibilities

- ▶ Use the University's electronic platforms to maintain apprenticeship records on learner progression and associated risks, in compliance with the University's evidencing obligations and GDPR guidelines.
- ▶ Collaborate with colleagues within the programme team to develop, promote, and improve quality assurance processes and resources.
- ▶ Complete all tasks relevant to the role within the timescales set out.
- ▶ Ensure own work meets the University's relevant quality standards.
- ▶ Engage in supporting and promoting quality assurance measures within the University.
- ▶ Undertake training essential to the post, as required by the University.
- ▶ Cooperate with colleagues across disciplines, in the continuous review and development of the University's programmes.
- ▶ Undertake other administration activities relevant to the needs of the post.

Citizenship

- ▶ Carry out specific School roles and functions, as may be reasonably required.
- ▶ Provide pastoral care and coaching support to apprentices.
- ▶ Take part in and, if required, manage staff seminars, cross-departmental activities, and events, e.g., open days, sixth form conferences, etc.
- ▶ Display and promote Aston values through own actions and behaviour. Undertake such other duties as may be reasonably requested, and that are commensurate with the nature and grade of the post.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	<p>Either:</p> <ul style="list-style-type: none"> ▶ A relevant coaching qualification, or ▶ A relevant apprenticeship assessor qualification, or ▶ A degree in a relevant subject discipline, or ▶ A recognised teaching qualification in a relevant discipline. 	Application form
Experience	<p>Either:</p> <ul style="list-style-type: none"> ▶ Experience of coaching within a work-based degree programme or apprenticeship scheme, or ▶ Experience of teaching and assessing within a work-based learning environment, or ▶ Experience of one-to-one coaching. 	Application form, interview and presentation
Aptitude and skills	<ul style="list-style-type: none"> ▶ Full knowledge of the national apprenticeship system and how it operates. ▶ Excellent communication skills, to be evidenced when interacting with University staff (regardless of level), with apprentices, and with employers. ▶ Proficient use of essential software tools and apps, e.g., Microsoft Office, Microsoft Teams, Blackboard or a similar virtual learning environment, etc. 	Application form, interview and presentation

Essential	Method of assessment
<ul style="list-style-type: none"> ▶ Excellent organisational skills, including time management. ▶ Willingness to travel to employer sites to meet apprentices and their line managers. ▶ Ability to develop own coaching materials and contribute to course and programme development. ▶ Highly developed interpersonal skills, including the ability to provide developmental advice to apprentices, and the ability to champion the apprentices' interests in front of their line managers. ▶ Knowledge of educational quality assurance processes and ability to comply with them. 	

How to apply

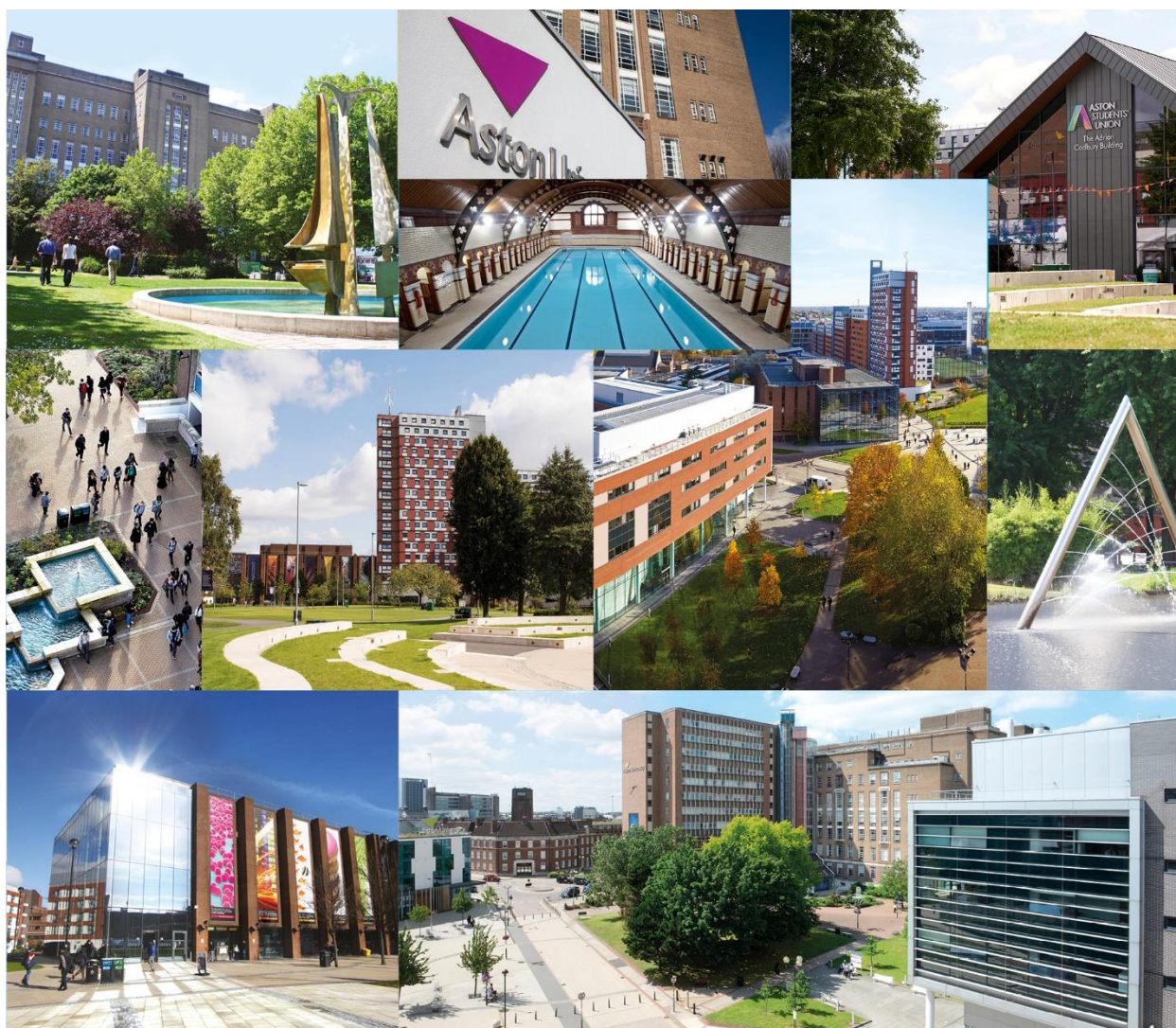
You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59hrs BST on the advertised closing date.

All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Liz J Moores
Job Title: Professor and Deputy Dean
Email: e.j.moores@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of the salary scales and benefits that Aston University staff enjoy.

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage <https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements, including meeting the English Language requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa

<https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.

<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University

Birmingham

B4 7ET, UK.

+44 (0)121 204 3000

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