



POTENTIAL

Teaching Fellow (Work-based Learning Tutor Lead)

Reference: 0055-23

Grade: 8 or 9

Salary: £35,333 to £51,805, per annum, depending on experience

Contract Type: Permanent

Basis: Full Time

Job description

Job Purpose:

The Head Coach will provide a strategic input, leadership and management for operational delivery of coaching provision on Apprenticeships. Specifically, scoping, co-ordinating and delivering coaching provision. This role is both internal and external facing and cross colleges and involves direct line management responsibility of degree apprenticeship coaches.

This includes developing and maintaining relationships with the apprentices and their employers through tripartite meetings, managing the coaches across delivery of APEC programmes and with exception Health and Life Sciences. The post holder will scope requirements with Programme Directors to meet their programme needs, in line with The Education and Skills Funding Agency requirements, The Apprenticeship standards and Ofsted quality requirements.

Main duties and responsibilities

- ▶ Liaise with the employer reviewers to support the apprentice to gain a well-rounded apprenticeship experience, meeting business and university aims.
- ▶ Liaison with employer account managers on coaching provision and queries.
- ▶ Establish and monitor the implementation of a plan for the effective engagement of the apprentices with each module stage on each programme throughout their learning.
- ▶ Have regular meetings with the apprentices and their business managers and the wider team to support and monitor the progress and recording of work-based learning evidence, guiding a caseload of apprentices through gradually maintaining progress throughout and building the evidence required for the apprenticeship's end-point assessment.
- ▶ Provide scoping requirements to The Professional Services team and the Apprenticeship team for the coaching provision to ensure build of infrastructure for the coaching provision that fits with the Cloud and Aptem systems.
- ▶ Collaborate with the programme's support team to establish a University system for "off the job" study time reporting, to streamline the process for all employers.
- ▶ Coordinate and allocate coaches across all stages of programmes, as assigned.
- ▶ Recruit new coaches and be responsible for recruitment plan and advising on a safe caseload that ensures quality and efficiency.
- ▶ To have budgetary responsibilities for signing off supplier and part-time coaches and have transparency and visibility of finances.
- ▶ Collate evidence pack and monitor evaluation feedback from apprentices on coaching provision.
- ▶ Innovate in coaching, Acting as an advocate for continuous professional development and critical reflective practice.
- ▶ To be responsible for the design and content of coaching resources and input into build requirement to ensure infrastructure is fit for purpose.
- ▶ To actively participate in strategic visioning for the coaching provision and the development of it's Strategy, principals and house style and Ensuring standardised core approaches and quality is upheld across schools and programmes.

- ▶ To devise and implement quality assurance through development and implementation of a quality improvement plan for the coaching provision.
- ▶ To build the coaching strategy across colleges that is streamlined, consistent and evidenced based.
- ▶ To contribute to the conversation for devising coaching development pathways and supporting coaches to through delivery of professional development workshops and providing CPD opportunities.
- ▶ To co-ordinate and supervise the coaching activity ensuring that the service meets quality standards, monitoring delivery and student progress. This includes a review of monitoring and management of students who are at risk of low retention/poor achievement.
- ▶ To actively engage and mentor the team in effective coaching practice.
- ▶ To cooperate with colleagues across disciplines in the continuous review and development of Programmes and the curriculum.
- ▶ To engage in supporting and promoting quality assurance measures within the University e.g. by evaluation and development of a range of modules whereby coaching practice is more widely utilised in modular content or within a subject area in terms of content, delivery and assessment as well as reviewing delivered modules, setting and receiving student feedback questionnaires.

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>Degree in relevant subject discipline.</p> <p>A recognised professional coaching certification (e.g. ICF recognised) and/ or HEA Teaching qualification</p>	Application form
Experience	<p>Coaching/mentoring individuals/teams, in both academic and commercial contexts, with demonstrable impact on their professional development</p> <p>Experience of Lean and change management scoping and implementation.</p> <p>Strategic and Operational leadership for coaching provision</p> <p>Managing other skills coaches – respecting their expertise whilst ensuring that their interaction with students follows University protocols</p> <p>Experience of teaching/coaching and assessing within a degree programme (FE or HE) to high standards and with demonstrable impact on staff and student learning</p> <p>Experience of curriculum design, review and implementing innovative ideas</p> <p>Experience of using VLE's as a learning tool e.g. Blackboard</p> <p>Experience of writing pedagogic materials.</p>	Application form and interview
Aptitude and skills	<p>Ability to advise on the coaches professional development</p> <p>Transformative Leadership qualities</p>	Application form and interview

	Essential	Method of assessment
	<p>Management and co-ordination experience</p> <p>A comprehensive understanding of quality assurance required for Apprenticeship provision or programmes</p> <p>Emotionally intelligent and demonstrate corporate experience in professional communication and time management and project management</p> <p>Willingness to engage in continuing professional development to further personal practice</p> <p>Ability to build positivity, inclusivity and independent thinking, in a diverse learning environment.</p> <p>Excellent communication skills to build and maintain industry links that will support coaching delivery on apprenticeship programme.</p> <p>Ability to develop and maintain a pedagogic development of the coaching team</p>	

	Desirable	Method of assessment
Experience	<p>Scrum coaching or project management experience.</p> <p>Virtual coaching (calls, online)</p>	Application form and interview

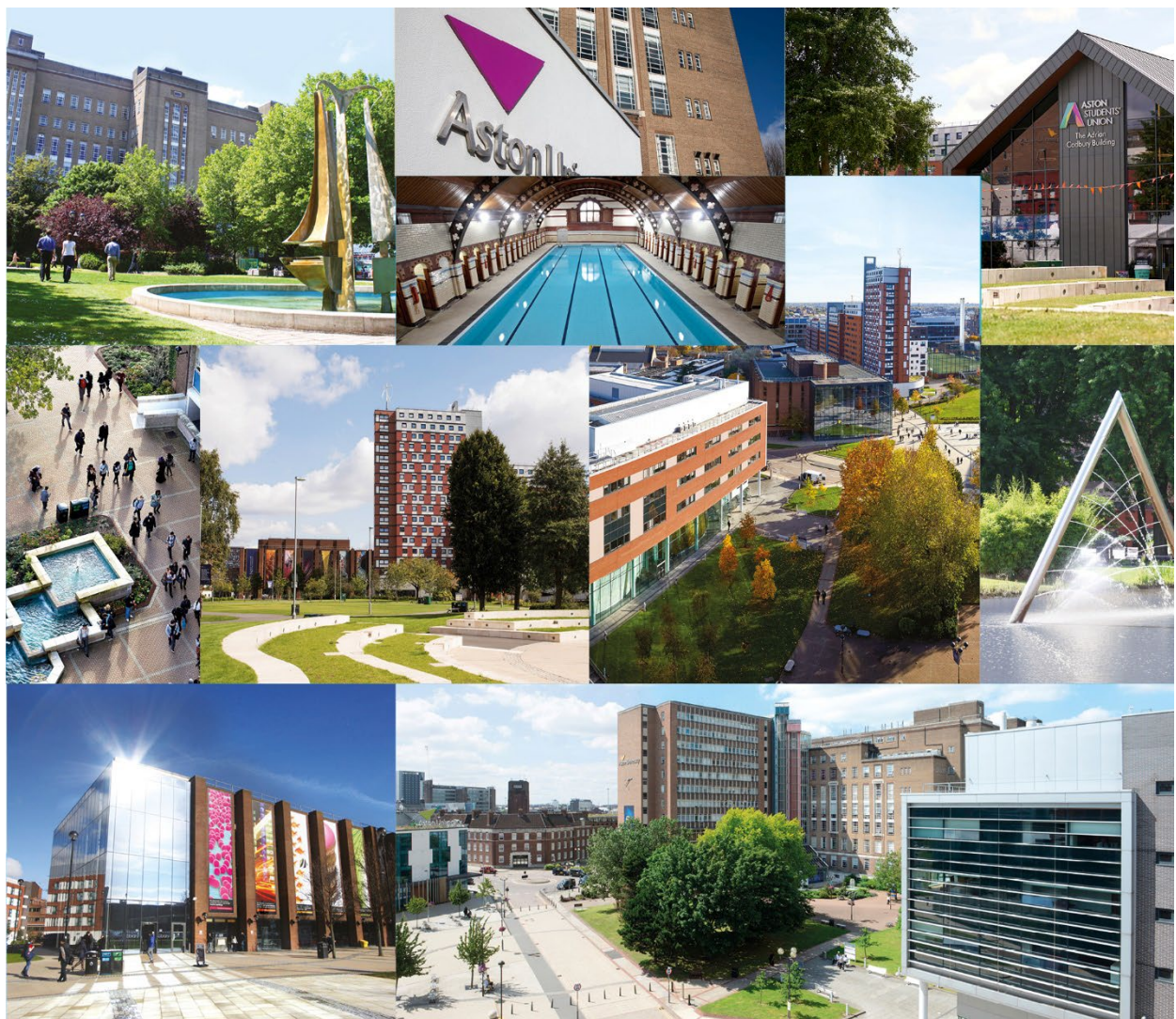
How to apply

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

Applications should be submitted by 23.59 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: Dr Rasoul Khandan

Job Title: Head Coach

Email: r.khandan@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 our salary scales and benefits 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>

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