

Degree Apprenticeship Skills Coach (3 Posts)



OPPORTUNITY

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gets real.



Reference: 0695-25

Grade: 7

Salary: £31,236 to £,36,636 per annum, depending on experience

Contract Type: Fixed Term (6 Months)

Basis: Full Time

Job description

Job Purpose:

The Degree Apprenticeship Skills Coach will support the personal and professional development of the apprentices enrolled on programmes delivered from within the Aston Professional.

The principal purpose of the role is to coach apprentices to develop and demonstrate their competency with respect to the relevant Apprenticeship Standard and EPA requirements, while ensuring that their progress is appropriately tracked and documented. The Degree Apprenticeship Skills Coach will develop and maintain relationships with our employer partners to plan appropriate work-based development activities for apprentices, and to support the integration of apprentices' academic knowledge within their workplace activity.

The Degree Apprenticeship Skills Coach will also contribute to the development, delivery and enhancement of teaching and scholarship activities within the Centre, either independently, or as part of a team.

Main duties and responsibilities

- To conduct progress reviews with apprentices and their workplace mentor, or other representative(s).
- To create a supportive and validating coaching environment in which extant assumptions and beliefs can be critically evaluated and challenged.
- To assess and provide feedback on apprentices' submissions to the apprenticeship e- portfolio system against relevant Apprenticeship Standards.
- To monitor and record progress with respect to on and off-the-job training, and to highlight any concerns or irregularities to business representatives.
- To provide, as required, pastoral support for apprentices, signposting apprentices to the support available within the University.
- To provide intervention for apprentices are at risk of not making the expected level of progress and support them in getting back on track.
- To provide on-going coaching support for apprentices in preparation for their End Point Assessment (EPA).
- To develop and maintain relationships with apprentices' workplace mentors to plan and document work-based development activity.
- To support workplace mentors with understanding their roles and responsibilities within the delivery of apprenticeships.
- To participate in recruitment activities, as appropriate, and in the induction and initial assessment of prospective apprentices.
- To contribute to the development of knowledge related to relevant to coaching approaches, methods, and interventions.
- As appropriate, to develop own teaching materials, methods and approaches and contribute to the design and delivery of specific areas of teaching and learning within APEC.
- As appropriate, to contribute to the assessment of teaching and learning within APEC.
- To work with colleagues across the coaching team and the wider university to establish and maintain excellence in the degree apprenticeship programmes.
- To support and promote quality assurance and enhancement activities within the University.
- To undertake apprenticeship and academic administration relevant to the needs of the post.

- To participate in relevant professional development, ensuring professional/practice knowledge base is maintained and developed to reflect current best practice and understanding.

External Engagement

- ▶ To enhance the University's reputation with professional/scholarly bodies by participating in existing networks and by developing new links capable of demonstrating impact.
- ▶ To represent the interests of the subject and School via activities that raise our regional, national, and international profile, particularly with industry, the professions, educational institutions and businesses.

Citizenship

- ▶ To carry out specific School roles and functions, as may be reasonably required e.g., Module Leader and Personal Tutor.
- ▶ To take part in and, if required, manage staff seminars, cross-departmental activities, and events such as Open Days, Sixth Form Conferences etc.
- ▶ To display and promote Aston values through own actions and behaviour.
- ▶ To 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"> ▶ An undergraduate degree (in a relevant subject discipline), or ▶ A masters/post-graduate qualification in a relevant subject discipline, or ▶ A recognised teaching or coaching qualification 	Application form
Experience	<ul style="list-style-type: none"> ▶ Extensive experience of apprenticeships in a HEI. ▶ Experience of teaching and assessing within a work-based learning degree programme, apprenticeship scheme, ▶ Experience of tutoring, coaching, or supporting others in a work-based learning environment. 	Application form and interview
Aptitude and skills	<ul style="list-style-type: none"> ▶ Excellent communication skills with the ability to communicate to all levels of staff within the University, to students and to clients. ▶ Proficient in the use of basic software packages, i.e. Microsoft Office. ▶ Excellent organisational skills including the ability to meet deadlines. ▶ Highly developed interpersonal skills with the ability to provide tutorial and counselling advice to apprenticeship students. 	Application form and interview

	Essential	Method of assessment
	<ul style="list-style-type: none"> ▶ Knowledge of the national apprenticeship system and how it operates. ▶ Knowledge of recent developments and debates within management and business education. 	

	Desirable	Method of assessment
Education and qualifications	<ul style="list-style-type: none"> ▶ A relevant teaching qualification (or a willingness to work towards one). ▶ A relevant apprenticeship assessor qualification (or a willingness to work towards one). 	Application form
Experience	<ul style="list-style-type: none"> ▶ Successful co-ordination and organisation of events and programmes of activity e.g. training courses, speakers, workshops. ▶ Experience of working in or with commercial enterprises. ▶ Experience of supporting others in the development of reflective learning, and the engagement of critical thinking skills through practice-based learning. ▶ Demonstrable experience of effectively supporting students at a distance. ▶ Relevant practical experience of using e- portfolios to support students in a work- based learning setting. 	Application form and interview

	Desirable	Method of assessment
Aptitude	<ul style="list-style-type: none"> ▶ Competence in the use of virtual learning environments such as Blackboard. ▶ Knowledge of educational quality assurance and enhancement processes and ability to comply with them. 	Interview

University values


All staff are expected to demonstrate/promote the University's values and expectations, which are an integral part of our strategy and underpin the culture of the University. In addition, our leaders are expected to be accountable, help to execute strategic visions of the University and share and set clear expectations that inspire those around them.

Values + Behaviours




Innovation

We strive for excellence within ourselves and others, providing solutions to new and existing challenges.




Collaboration

We work best when we are collaborative, working together to contribute to the Aston community.




Ambition

We strive together for improvement and innovation looking ahead to see the bigger picture.



Inclusion

We treat everyone in our community equally and how they would like to be treated.



Integrity

We are open, honest and fair. We take ownership of the way we work and how we treat each other.

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 23.59pm 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 recruitment@aston.ac.uk.

Contact information

Enquiries about the vacancy:

Name: Suzanne Sapsed

Job Title: Associate Dean Degree Apprenticeships

Email: s.sapsed@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via recruitment@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: [Benefits and Rewards | Aston University](#)

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: You should ensure that you meet the eligibility requirements, including meeting the [English language standards](#). If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful. Please see UKVI guidance for further information on eligibility, knowledge of English requirements and approved test centres <https://www.gov.uk/tier-2-general>

With the end of free movement for EU/EEA/Swiss nationals from 1 January 2021, the UK's new immigration system applies to all non-UK/Irish nationals who require a visa.

Where an individual is subject to UK immigration control, they will require a visa to work in the UK.

The following individuals do not need a visa for the UK, but do still have to prove their right to work before employment can commence:

- **British Citizens or Irish Nationals**
- **EU/EEA/Swiss nationals with Settled or Pre-settled status under the EU Settlement Scheme**
- **Non-EEA nationals with Indefinite Leave to Remain/Settlement in the UK**

The main routes available for those who need a visa to work in the UK are **Skilled Worker**, **Global Talent** and the **Graduate Route**.

You can find further information about each of these visa routes on our candidate immigration page.

If you will conduct research in your role, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application. Please see below for further details.

Academic Technology Approval Scheme (ATAS):

If you will conduct research in your role and you apply for a Skilled Worker or Temporary

Worker GAE visa, you may need to apply for and obtain ATAS clearance before Aston can issue a Certificate of Sponsorship for your visa application.

This process can take at least 6 weeks to process, and Aston will consider this when confirming your expected start date. Processing times will increase between April and September and can longer to complete.

There is no fast-track option available. ATAS certificates will be processed in order of receipt.

You can find more information about ATAS on our candidate immigration page.

Before you start and Right to Work

90-day entry vignette

If you have applied for your visa outside of the UK, you will receive a vignette in your passport which is usually valid for 90 days. Please make sure to travel to the UK within the 'valid from' and 'valid to' dates on this visa. If you entered the UK before or after these dates, you would not 'activate' the visa and you would need to leave and re-enter the country.

You will also receive a decision letter confirming details about your immigration permission and where to collect your Biometric Residence Permit.

Cost of Living - Estate and Letting Agents

There are numerous Estate and Letting Agents in and around Birmingham that can help you find suitable accommodation. The Midland Landlord Accreditation Scheme provides a list of professional agencies and landlords who have applied with them for accreditation. Whilst accreditation is not a guarantee of quality, it provides some reassurance about the standard of the service they provide.

You can also use property search websites such as Rightmove or Zoopla.

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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