

Job Description

Job Title:	Development Coach
Group:	UK
Dept/Project/Service:	Skills - Early Years Skills Bootcamp
Reports to:	Contract Delivery Manager
Responsible for:	N/a
Usual office base:	North East, Yorkshire & Humber or South East
Grade:	3

Job Purpose:

The role holder will provide wraparound support for learners on skills-based learning programmes supporting individuals throughout the learner journey. The role holder will work with learners and employers, identifying engagement and placement opportunities with employers to ensure learner achievement on the Skills Bootcamp.

Job Objectives:

1. Work with an agreed caseload of learners on our Early Years Skills Bootcamp in a regional area to provide wrap-around support and progression coaching for individuals. Examples of support include: undertaking mock interviews tailored to job descriptions with the learner, providing careers guidance, ensuring the learner is appropriately assessed and supported through their study, follow up meetings and 1-1s.
2. Update and review learner achievement and progress by undertaking Individual Learning Plan (ILP) reviews with learners, following up with non-attendance and signposting learners to further support where required. Ensure evidence is updated on the Virtual Learning Environment (VLE) in a timely manner.
3. Work closely with trainer-assessors to ensure learners are progressing and achieving in a timely manner in all areas of their learning. Provide ongoing

learner support through confidence building, CV tailoring and Labour Market Information (LMI) driven careers guidance.

4. Where required, work with learners falling behind to ensure personalised completion plans are in place and these are monitored and reviewed in a timely manner. Ensure continual monitoring of learners progression through the e-portfolio platform.
5. Work with employer networks and organisation wide networks to engage new learners in the Skills Bootcamp, driving recruitment and retention over the duration of delivery.
6. Establish relationships with employers in the local area and build up a bank of employers that are interested in engaging with the Skills Bootcamp programme.
7. In collaboration with the Contract Delivery Manager, lead on engagement activities such as events with employers, training providers and apprenticeship ambassadors to ensure learners have an outstanding learning experience and a thorough understanding of the employment pathway.
8. Manage employer relationships across all setting types (childminders, voluntary, school-based and private) and build engagement through regional communications, highlighting dates for upcoming events, success stories, learner numbers, expected completion dates and the skills learners are developing.
9. Work across multiple employers to successfully source and match learners to an apprenticeship provider. Secure employment outcomes by positioning the Skills Bootcamps as a pipeline for current and future recruitment needs.
10. Work with all relevant stakeholders to ensure that the Key Performance Indicators (KPIs) of the contract are adhered to and met, ensuring risks are escalated where necessary to the Contract Delivery Manager.
11. Create, maintain and update databases to ensure employer records are accurate.
12. Maintain records of contacts, keep logs and develop employer record documentation to build up and maintain a database of potential placement providers in line with GDPR legislation.

13. Take a proactive and highly visible approach to developing working relationships with employers, including providing feedback and reviewing arrangements.
14. Actively manage the employer pipeline to ensure that any gaps are identified and work to address shortfalls through innovative and appropriate methods of engagement.
15. Ensure all delivery evidence is complete and compliant in line with contract and quality standards and that all customer records are accurate and handled in accordance with appropriate confidentiality and data protection legislation and guidance. Manage the capture, collation and reporting of service evaluation data.
16. Be responsible for adhering to both local and corporate Health & Safety policies, ensuring learners are placed in an appropriate employer setting, risk assessments are undertaken in partnership with the Contract Delivery Manager, and attend all mandatory training as required.
17. Be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and Prevent training.
18. Take responsibility for all day-to-day administrative requirements, as well as providing support to the Contract Delivery Manager, as required.

Scope:

The post holder will be expected to liaise and maintain effective working relationships with a range of other agencies, businesses and employers. The post may involve working in more than one location and there will be travel involved. It may be necessary on occasion for the post holder to work outside of standard office hours.

Person Specification:

Knowledge

Essential:

- » Knowledge of working with learners in skills settings (Skills Bootcamps / apprenticeships / AEB)
- » IAG qualification

- » Minimum 5 GCSEs Grade 4/C or above (including English and Maths), or equivalent

Desirable:

- » Understanding of the education sector and present challenges
- » An understanding of Early Years settings as customers and from a learner perspective
- » Working knowledge of project management tools and techniques

Experience

Essential:

- » Experience of working within an education setting with learners with a demonstrated history of successful outcomes for individuals
- » Experience of providing IAG to learners and evidencing positive outcomes
- » Experience of working with learners in employer based settings
- » Experience of working in a client facing role
- » Experience of working to set deadlines

Desirable:

- » Experience of working within the Early Years sector

Skills

Essential:

- » Effective communication skills (written and verbal)
- » Ability to work with a wide range of organisations and people at different levels
- » Excellent organisational skills
- » Excellent IT skills (Word, Excel, PowerPoint)
- » Flexible approach to work activities

Competency Band: 4

Key competencies for the role:

Our Values	Key Competency 1	Key Competency 2
Excellence – creating and leading success	Delivering excellent service	Motivating others
Integrity – supporting and building trust	Communicating with impact and empathy	Following through responsibilities
Accountability – delivering and improving	Delivering commercial outcomes	Giving and receiving feedback

Collaboration – engaging and partnering	Building effective relationships	Influencing and negotiating
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Job Family: Skills Bootcamps

Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and for applicable roles, successful candidates are subject to relevant criminal record checks with national police authorities or the UK’s Disclosure & Barring Service.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants’ previous employers about any findings of sexual misconduct, including harassment, during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.