

JOB DESCRIPTION

Learning and Development Coach

Purpose of post

To coach and develop learners on professional standards.

To support and guide apprentices to develop the knowledge, skills and behaviours required within the apprenticeship in line with the company mission, values and strategic objectives.

Responsible to: Head of Training Manager

Role and responsibilities:

Key responsibilities include:

- Manage and maintain a caseload of learners within areas of occupancy as agreed with your line manager
- Engage with the learners' employer and work collaboratively to provide support, guidance and opportunities for learning
- Ensure evidence of learning and achievement is captured effectively and in a timely way
- 20% OTJ requirements are fully met and recorded as per procedure
- Plan the end point assessment process with learners and employers, ensuring preparation and practice is included in the learning plan
- Inspire and motivate learners and identify any barriers and adapt to your learners' needs
- Motivate and drive learners to achieve their full potential
- Deliver maths and English (and ICT where applicable), to support the learner's achievement and progress in these areas
- Ensure marking and feedback to the learner is accurate and timely
- Work closely with Quality Leads on best practice, standardisation development needs and providing sampling, monitoring
- Market and promote the company as an ambassador through contact with learners, employers and key stakeholders.
- Contribute to monthly reports timely and meet/exceed quality and delivery KPIs in line with requirements
- Contribute to the production of high quality learning materials and make recommendations for improvement
- Live the values of the company through positive behaviours and attitude
- To actively contribute to Riverside's commitment to safeguarding
- Participate in staff development and ensure continuous professional development in line with the post and agreement following staff appraisal according to company policy.
- Promote equality of opportunity, diversity, respect and tolerance in line with company policies throughout the company and all its activities
- Any other duties that may be deemed necessary to meet the requirements of the post and company