



BPP Job Description

Job Title	Coach Tutor
Department	Professional Apprenticeships
Location	Homebased with travel when and as required
Contract type	Full time (permanent)
Hours of work	Monday – Friday 9 am - 5:30 pm (37.5 hours per week Full Time)

Job Purpose

BPP Apprenticeship School is recruiting an experienced Early Years Apprenticeship Coach to develop, support and assess apprentices working across the Early Years sector. Committed to driving meaningful social impact and raising standards for children, families and Early Years communities.

In this role, you will guide apprentices through a structured developmental journey, helping them build the knowledge, skills and behaviours required for high quality Early Years practice. You will provide one-to-one coaching, assessment and feedback, and facilitate group learning where required. You will ensure that apprentices are fully prepared for Gateway and End Point Assessment. Working closely with employers and internal teams, you will champion excellence, safeguard learner progress and contribute to the ongoing improvement of our Early Years programmes. Your work will directly support a stronger, more skilled workforce dedicated to giving every child the best start in life.

Key Responsibilities

- To manage a caseload of learners, ensuring consistent high-quality support, timely interventions and strong progress across all apprentices.
- To lead and facilitate high-quality webinars, workshops and learning sessions that embed current Early Years pedagogy, sector research and evidence informed practice.
- To contribute to the ongoing improvement of Early Years curriculum materials, ensuring content remains aligned to statutory frameworks, sector priorities and best practice guidance.
- To deliver a structured developmental journey that enables apprentices to apply high-quality Early Years practice and maximise their potential throughout the programme.
- To conduct regular progress reviews with apprentices and, where appropriate, their line managers, providing timely, developmental feedback.
- To maintain accurate learner records and update BPP systems with all progress review outcomes, assessments and evidence.
- To track learner progress, identify emerging risks early and work with performance teams and employers to implement effective intervention strategies.
- To ensure data accuracy and undertake regular monitoring of learner information using BPP systems.
- To provide high-quality developmental feedback on apprentices' knowledge, skills and behaviours in line with Early Years apprenticeship standards.
- To provide academic support, guidance and feedback on learner portfolios, enabling apprentices to evidence high-quality Early Years practice.
- To observe practice within Early Years settings and provide developmental feedback aligned to sector pedagogy, safeguarding and professional standards.
- To support Gateway readiness and prepare apprentices for End Point Assessment, ensuring strong



retention, timely completion and excellent learner outcomes.

- To participate in internal and external quality assurance processes, driving continuous improvement across Early Years provision.
- To work collaboratively with employers, client services and internal support teams to ensure consistent, high-quality learner support.
- To maintain regular communication with apprentices across multiple platforms, role modelling professional conduct and sector values.
- To adhere to GDPR, safeguarding, Prevent and health & safety requirements, completing all mandatory compliance training.
- To undertake regular CPD activities to ensure subject specific knowledge remains current and best practice.

Skills, experience & qualifications required - Essential

- Hold a relevant Early Years occupational qualification at Level 5 or above, such as a Level 5 Early Years Senior Practitioner, Foundation Degree, or equivalent.
- Hold a valid assessor and/or teaching qualification (e.g., CAVA/TAQA, AET, DET, PGCE) or be willing to work towards one.
- Minimum one year of recent Early Years sector practice, with a practical understanding of child development, safeguarding and high-quality practice.
- Strong and up to date knowledge of the Early Years Foundation Stage (EYFS) statutory framework and the ability to confidently apply and interpret it in coaching, assessment and observation.
- Experience delivering and supporting Early Years apprenticeships at Levels 2, 3 and 5, including preparing learners for Gateway and End Point Assessment.
- Proven experience in coaching and mentoring, with the ability to support learners' development in both knowledge and practical application.
- Excellent communication skills, with the ability to build effective relationships and communicate clearly with apprentices, employers and internal teams.
- Ability to provide clear, constructive written and verbal feedback aligned to apprenticeship standards and sector best practice.
- Experience facilitating online and/or blended learning, using platforms such as MS Teams, Zoom or Adobe Connect.
- Strong organisational and time management skills, capable of managing a full caseload and meeting deadlines.
- Ability to track learner progress, identify barriers early and plan appropriate interventions to keep apprentices on track.
- Experience providing academic and portfolio support, ensuring evidence meets the requirements of the Early Years apprenticeship standards.
- Active engagement in sector networking and CPD, maintaining awareness of current policy, research and best practice within Early Years.
- Commitment to safeguarding, Prevent, GDPR and all compliance requirements, including completing mandatory training.
- Competent IT skills, including use of learner management systems and progress tracking software.



Skills, experience & qualifications required - Desirable

- Experience delivering group learning, webinars or workshops within Early Years or related educational settings.
- Experience supporting apprentices or learners through Ofsted-regulated provision or quality assurance processes.
- Knowledge of current sector research, evidence-informed practice and national Early Years policy developments.
- Experience conducting professional discussions, observations of practice or workplace assessments.
- Familiarity with End Point Assessment methodologies, assessment plans and standardisation processes.
- Experience working collaboratively with employers, local authorities or multi-agency partners within the Early Years sector.
- Ability to apply and embed coaching models (e.g., GROW, CLEAR) within learner development.
- Experience using apprenticeship tracking systems, e-portfolios or learner management systems.
- Experience working within diverse Early Years settings, such as nurseries, schools, childminding and SEND-inclusive environments.
- Evidence of ongoing professional development, including attendance at sector events, networks or conferences.
- Understanding of quality improvement approaches, including standardisation, IQA processes and reflective practice cycles.

The successful candidate will be required to undergo a basic DBS check

Please note that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore the successful candidate will be required to declare any convictions, cautions, reprimands, and final warnings that are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).