

**Job Title: BPP Coach – Data Analyst**

**Department:** BPP University School of Technology

**Location:** Homebased

**Contract:** Full time

**Reporting to:** Programme Lead – Data Analyst

**Job Background**

You will be responsible for the on programme delivery of apprenticeships skills and behaviour standards. This will include coaching and provision of high quality support, guidance and feedback for all apprentices enrolled on relevant School of Business and Technology apprenticeship programmes.

**Key Responsibilities**

1. Provide a structured and appropriate development journey for the apprentices enabling them to maximise their full potential
2. Ensure monthly performance update on learners and progress reviews with learners and line managers
3. Work collaboratively with client services, line managers and apprenticeship support
4. Provide feedback to the apprentice on their progress against knowledge skills and behaviours relevant to their standards
5. Communicate effectively with learners via appropriate tools and actively encourage learner engagement with their programmes using resources available
6. Provide academic, professional and safeguarding support to learners
7. Contribute towards learner gateway reviews and support and guide them through the end point assessment phase to ensure target retention and completion rates for apprenticeships are met.

**Additional Responsibilities**

1. Contribute to the development of appropriate programme systems and processes
2. Other activities as and when required by the business

**Development Opportunities**

The School of Business and Technology has a range of developmental and progression opportunities available to our team members.

**Role Requirements**

**Essential**

* Practitioner experience and background working in a data focused role
* Relationship building skills
* Ability to provide appropriate feedback to students against apprenticeship standard
* Ability to hold professional and developmental review meetings with apprentices and line managers
* Organisational skills
* Time management skills

**Desirable**

* Apprenticeship understanding and knowledge
* Appropriate practitioner experience/qualifications
* Experience working in a corporate environment
* Coaching/Assessment Qualifications

Successful candidates will be required to undergo an enhanced DBS check