

BPP Apprenticeship School is recruiting for a Coach Mentor to support Level 5 Coaching Professional and Level 7 Senior Leader Apprentices within the school. We are looking for highly motivated, practitioner-experienced senior leaders, who are also qualified coaches, to bring high quality support to help develop the talent of new and aspiring coaches, as well as the development of more experienced leaders, joining the Senior Leader Programme. The overall purpose of the role is to support each Apprentice to develop their knowledge, skills, and behaviours to successfully complete their apprenticeship.

What if you read the description and don't meet every single requirement? We encourage you to apply anyway - we value diverse backgrounds and are committed to inclusivity!

**Why work for BPP?**

It is a great time to join BPP as we have enjoyed a sustained period of growth, offering a wealth of opportunities to our staff, students and clients. There are many more great reasons to join BPP such as:

* Brilliantly, you can study any of BPP’s courses for free – be it a professional qualification or full degree.
* With hybrid working available, you’ll be able to split your time between one of our centres and wherever you choose to call home.
* We also provide a generous annual leave entitlement of 30 days, and there’s a rewards package that includes retail discounts, Group Personal Pension Plan, dedicated private healthcare and dental plans that offer additional assurance to look after you and your family.

**What you’ll be doing**

You will be responsible for coaching, support and assessment of apprentices on each programme. This will include coaching and mentoring with excellent support, guidance, and feedback for not only the apprentices (learners), but also the school and any other appropriate departments.

You will be responsible for:

* To provide a structured and appropriate development journey for learners, enabling them to maximise their full potential for the duration of the programme
* To facilitate for each learner and their line manager (where appropriate) regular 6 weekly progress reviews
* To update relevant BPP tracking systems with outputs of progress reviews
* To track learner performance and liaise promptly with the performance team and / or line managers to identify suitable intervention strategies where necessary
* To provide feedback to learners on their progress against knowledge, skills, and behaviours relevant to the apprenticeship standards
* To provide academic support, guidance, and feedback on learner portfolios
* To observe and give verbal and written feedback on coaching sessions within coaching practice workshops, both virtually and occasionally, face-to-face
* Occasional opportunities to support face-to-face Senior Leader workshops
* To contribute towards learner gateway reviews and support and guide learners through their End Point Assessment to ensure target retention and completion rates for apprenticeships are met
* To take part in regular quality assurance activities to support the continuous improvement of the programme, including taking part in internal and external audits
* To work collaboratively with client services, line managers, and internal learning and support teams
* To adhere to GDPR, safeguarding and health and safety requirements, and complete all mandatory compliance training
* To undertake regular coaching supervision, provided by BPP

**What experience you’ll need**

To be successful in this role you will need to have a proven track record in the following areas:

* Professional Coaching Qualification (Level 5 or higher) and/or Accreditation from The European Mentoring and Coaching Council (EMCC) or The Association for Coaching or The International Coach Federation (ICF)
* Relevant Coaching experience
* Experience and/or understanding of working within or supporting coaching in organisations
* Extensive leadership experience at a senior level, including but not limited to:
* Developing and implementing strategy
* Operating within complex national and/or global environments
* Understanding and using financial data
* Flexibility and willingness to work under pressure to deadlines while managing a full portfolio of learners
* High-level communication skills with an ability to communicate with key stakeholders including line managers and learners in a professional and helpful manner
* Strong desire to build relationships between all stakeholders both internally and externally
* Ability to provide appropriate verbal and written feedback to learners against apprenticeship standard
* Ability to hold professional and developmental review meetings with learners and their line managers

BPP are a Disability Confident employer so if you need any reasonable adjustments for the interview process, please just let us know!

Please note that the successful candidate will be required to undergo a DBS and credit check.