

Vacancies >

# Management Apprenticeships Coach

## Job Purpose

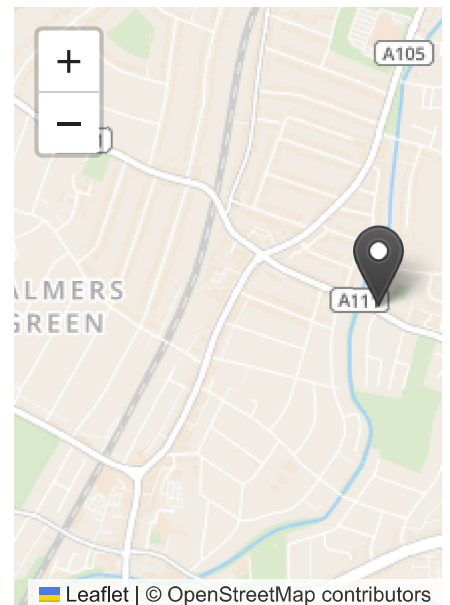
BPP Apprenticeship School is recruiting for a Management Apprenticeship Coach to support Management Apprentices within the school. We are looking for highly motivated, practitioner-experienced coaches to bring a high quality of support to help develop the talent of new and aspiring coaches. The overall purpose of the role is to support each Management Apprentice to develop their knowledge, skills, and behaviours to successfully complete their apprenticeship.

You will be responsible for coaching, support and assessment of apprentices on management training programmes. This will include coaching and mentoring and provision of high-quality support, guidance, and feedback for not only the apprentices (learners), but also the school and any other appropriate departments.

## About BPP:

BPP School of People and Skills Development is one of the UK's leading Apprenticeship providers with a strong history of delivering excellence in professional management qualifications. This is a growing area of BPP as we continue to deliver management apprenticeships to the UK's leading businesses.

BPP is a leading provider of the level 5 Operations / Department Manager and the Level 3 team Leader / Supervisor apprenticeships. Our mission is to deliver a high-quality, client-centric, and student-centric apprenticeship programme. You can find out more about the programme here



## Management Apprenticeships Coach

### Salary

Competitive

### Frequency

Annual

### Job Reference

bppuniversity/TP/476/55

### Contract Type

Permanent

### Closing Date

28 October, 2024

<https://www.bpp.com/courses/leadership-and-management/apprenticeships/operations-departmental-manager>

**Job Category**

Coach

**What's in it for you**

Study with us at no cost to you! Post-probation, you can study any of our courses for free – be it a professional qualification or a full degree. We are committed to your development!

We also have a suite of inhouse leadership, management and technical courses, we invest heavily into your career.

We also provide:

- Generous 28 days annual leave PLUS bank holidays PLUS the option to purchase additional leave
- Pension plan
- Life assurance AND income protection
- Private medical AND dental insurance
- Employee assistance program and a rewards & recognition platform
- Many other benefits

**Key Responsibilities:**

- 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 ensure data accuracy and use BPP systems to undertake data reviews on learner progress.
- 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

**Business Unit**

School of People And Skills Development

**Location**

United Kingdom, United Kingdom

**Posted on**

19 June, 2024



- To observe and give verbal and written feedback on coaching sessions within coaching practice 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 maintain regular communication with learners via a variety of platforms

### **Candidate Criteria**

#### Skills, experience & qualifications required - Essential

- Management and Leadership qualification at level 3 or above (level 5 for Operations and Departmental Manager programme)
- Relevant Coaching / Mentoring experience
- Proven time management skills
- Strong organisational skills
- 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
- Experience in providing advice and guidance to others
- 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

#### Skills, experience & qualifications required - Desirable

- Understanding and knowledge of Apprenticeships

- Experience and understanding of compliance requirements in an academic setting
- IT skills specifically Microsoft Office are desirable as well as experience in working with record management systems