

**BPP Job Description**

**Job Title** Coach – Legal Apprenticeships

**Department** Law School

**Location** Home and office based

**Additional details** The Legal Apprenticeship programme is an online programme but some office attendance at BPP centres may be required in order to fulfil the duties of the role.

**Contract type** Permanent -full time and part time (minimum 4 days per week) opportunities are available

**Job Purpose**

BPP is a leading provider of the level 3 paralegal apprenticeship and level 7 solicitor apprenticeship. The coach role is to support apprentices through to successful completion of the BPP on-programme award and the end point assessment.

You will work as part of the legal apprenticeship team to deliver a high quality, client-centric and student-centric apprenticeship programme. The coach role has a particular focus on portfolio development, work-based learning and associated on-programme assessment. All members of the legal apprenticeship team are required to ensure compliance with all relevant regulatory requirements and quality assurance expectations.

**Key Responsibilities**

•Supporting apprentices to successfully complete their BPP apprenticeship programme and their apprenticeship end point assessment.

•Coaching apprentices through the acquisition and application of knowledge, skills and behaviours including the process of collating portfolio evidence, preparing reflective statements and completing coursework assessments.

•Delivering group coaching sessions and designing and updating materials to support these sessions.

•Arranging progress review meetings each term with apprentices and their supervisors and complying with regulatory and quality expectations in relation to those meetings.

•Reviewing evidence and reflections, helping apprentices identify gaps in evidence and providing suggestions for workplace opportunities to address any outstanding apprenticeship outcomes.

•Marking and providing feedback for assessments linked to workplace evidence and apprentice portfolios.

•Compliance with all regulatory requirements and policies including tracking progress of learners, making interventions and providing additional support where appropriate and maintaining accurate learner records.

•Working closely with the Head of Legal Apprenticeship Programmes, Apprenticeship Programme Leaders, Apprenticeship Managers and the wider BPP apprenticeship teams to support learners and their employers.

•Keeping up to date with best practice in relation to learning, teaching and coaching.

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

* Qualified Solicitor.
* Experience in professional legal practice as a qualified solicitor
* Experience of teaching, training, coaching or mentoring in an academic, pro-bono or a dedicated Learning and Development environment.
* Understanding of current practice in the legal sector through regular engagement with legal employers, industry associations, law societies and other organisations, as appropriate.
* Excellent organisation/communication skills;
* Excellent IT skills, including in relation to online meetings, and a willingness to become proficient in the use of portfolios.
* Excellent planning skills ensuring regular, structured and positive contact points with legal apprentices in accordance with the programme requirements;
* The ability to accurately document meetings and maintain detailed records of all contact and interactions with legal apprentices.
* A positive commitment towards and an understanding of the needs and issues faced by legal apprentice students.
* The ability to work as part of a team and a willingness to share best practice with others;
* Commitment to vocationally-orientated legal education;
* Willingness to ‘go the extra mile’ for BPP University Law School.

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

* A recognised teaching or coaching qualification
* An understanding of reflective or work-based learning and/or portfolio based assessment and enthusiasm for developing expertise in these areas.

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