



HM Prison & Probation Service

Job Description (JD)

Band 5

Group Profile: Coordinator(CO)

Job Description: CO: Apprenticeship Coach

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Job Description

Job Title	CO: Apprenticeship Coach
Group Profile	Coordinator
Organisation Level	First Line Management
Band	5

Overview of the job	This is an operational job in an establishment. Leading the development and delivery of continual professional development training to apprentices on both operational and non-operational content across HMPPS. Mentoring apprentices in the operational setting to support their ongoing development needs. Supporting and developing apprentices who are undertaking internal apprenticeship programmes. This is an Operational role without accreditation as this is a role for an apprenticeship coach within the C&D apprenticeship model. You will not be eligible to apply for a Custodial Manager role without accreditation, as this role will not enable the job holder to transfer from this role into another operational role unless they have successfully completed the CM accreditation process. The job holder will be expected to cover red hours and support apprentices in all aspects of their work.
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Summary	Across HMPPS, the post holder will be responsible for: • Leading the development and delivery of continual professional development training to apprentices on both operational and non-operational content. This is an apprenticeship coach role within the C&D apprenticeship model. • Mentoring apprentices in the operational setting to support their ongoing development needs. • Supporting and developing apprentices who are undertaking internal apprenticeship programmes. • Undertaking 1-2-1 sessions with apprentices, including providing developmental feedback and having difficult conversations. • Complete programme paperwork in a manner compliant with Ofsted, Business, Innovation and Skills department, other awarding bodies as appropriate and HMPPS L&D standards.
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	• Prepare the apprentice for final assessment and input into the final assessment. • Report back to centre on apprentice's progress, completions, issues etc. • Monitoring progress and reporting back to the centre both at prescribed intervals and on an ad hoc basis to ensure that issues are resolved quickly and the progress of apprentices is enabled. Due to the nature of this role, some travel will be required to support apprentices in a range of geographical locations and this may include some overnight stays. This is an operational role with no line management responsibilities. This role is non-rotational.
Responsibilities, Activities and Duties	The job holder will be required to carry out the following responsibilities, activities and duties: • When carrying out their specialist delivery role in a secure custodial setting, will ensure all services are provided to a high standard, maintaining security and control at all times. • Undertake development of continual professional development (CPD) training, including research into need and creation of paperwork. That research and development will be in varied and often complex areas such as education, operations, generic workplace skills and holistic theory. The job holder must be able to interpret that research to deliver high quality outputs and outcomes for L&D and the organisation. • Undertake delivery of CPD to apprentices both centrally and regionally. Driving forward compliance with L&D Quality Assurance processes for the in-house Apprenticeship programmes. • Develop, manage and maintain short, medium and long term delivery plans, including milestones for apprenticeships within their area of responsibility. These plans need to match with and contribute to L&D wider delivery plans. The post holders will be responsible for ensuring those plans align with and contribute to the organisation meeting the legislated targets. • Responsibility for managing and reporting on learners' performance, development and attendance, submitting appropriate apprenticeship/ assessment paperwork and providing support to learners during the apprenticeship. Ensuring L&D remains compliant with DfE and SFA regulations. • Continual assessment of learners as to their competence, ability and aptitude against specified assessment criteria, through formative and summative assessments. • Define, identify and implement solutions to any on-programmes issues, risks or gaps identified, including where Learning and Development or their products are not properly aligned with PIs, PSIs, PSOs, H&S regulations, SFA rules or employment law. • Ensure that the needs of individual learners are met by embedding equality considerations into all aspects of training

	and delivery and promoting inclusion consistent with the ethos of the organisation. • Maintain operational knowledge, including monitoring updates to PIs, PSIs and PSOs, including both legislation and HMPPS policies. • Ensure that any requirements in line with the Equality Act 2010 are met in relation to learner specific needs and reasonable adjustments i.e., adaptation to both classroom environment and training aids/material. • Support, advise and guide establishments and probation areas regarding candidates who haven't achieved required benchmarks. Ensuring establishments and probation areas are operating in accordance with Apprenticeship Guidelines. • Act as an ambassador for the apprenticeship within the establishment. • Reporting on APTEM, the computer-based system, uploading and recording apprenticeship progression and reports to the Head of Business Assurance on apprentice's progress, completions, issues etc. • Provide Line Manager training to all CMs within the establishment. Meeting with apprentices and Line Managers to discuss progress of learners and development needs. The duties/responsibilities listed above describe the post as it is at present and is not intended to be exhaustive. The job holder is expected to accept reasonable alterations and additional tasks of a similar level that may be necessary. Significant adjustments may require re-examination under the Job Evaluation Scheme and shall be discussed in the first instance with the job holder. An ability to fulfil all spoken aspects of the role with confidence through the medium of English or (where specified in Wales) Welsh.
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Civil Service Success Profile Criteria

Behaviours	• Communicating and Influencing • Developing Self and Others • Delivering at Pace • Working Together
Strengths	We recommend you choose 4 to 8 strengths locally.
Experience	• Knowledge of latest policy developments • Significant knowledge and experience of working in security, incident management, offender management, case administration or other specialist role relevant to the delivery portfolio • Operational experience and background to enable professional assessment and development of the apprentices
Technical requirements	• The job holder must have been accredited as a Prison Officer by successfully completing Prison Officer Entry Level Training (POELT) • Formal training qualifications are desirable but not essential

	• Will be competent in custodial procedures, including dynamic risk assessment and must be trained and annually refreshed in control and restraint techniques • The job holder must have successfully completed their probationary period. For those appointed from 2007 onwards, this includes achievement of the Custodial Care National Vocational Qualification (NVQ) 3
Ability	• Excellent communication skills • Strong organisational skills, planning and attention to detail • A commitment to fostering the development of a diverse workforce

Minimum Eligibility	<i>Please do not alter this box</i> • All candidates are subject to security and identity checks prior to taking up post. • All external candidates are subject to 6 months' probation. Internal candidates are subject to probation if they have not already served a probationary period within HMPPS. • All staff are required to declare whether they are a member of a group or organisation which HMPPS consider to be racist.
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Hours of Work (Unsocial Hours) Allowances	37 hour working week. Unsocial Hours Working This role may require working regular unsocial hours and a payment at the current approved organisation rate will be made in addition to your basic pay to recognise this. Unsocial hours are those hours outside 0700 - 1900hrs Monday to Friday and include working evenings, nights, weekends and Bank/Public Holidays.
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