

JOB DESCRIPTION

Vacancy reference:	SRF41342
Post Title:	Learning Coach
Grade:	6
School/Department:	Henley Business School
Reports to:	Senior Learning Coach
Responsible for:	N/A

Purpose

- To support senior leaders and managers in the application of knowledge and learning in the workplace, based on the learning coach's particular areas of expertise.
- With Henley colleagues, lead the work to support employers in identifying suitable and inspiring learning challenge projects.
- Use employers' learning challenge projects to contextualise learners' development of knowledge, skills and behaviours by leading action learning sets, thus enabling achievement of learning outcomes for the relevant sprint(s) and development of portfolios.
- For the sprints that relate to the Learning Coach's expertise, facilitate and inspire learners to a) meet the requirements of the leadership and management standard and Henley programme and b) identify and support development of the required skills.

Expertise required

The Learning Coach should have expertise in a number of areas of leadership and management such as:

- Organisational strategy
- Innovation, change and transformation
- Enterprise risk
- Finance
- Engaging, leading and developing people
- Building and maintaining collaborative relationships

Main duties and responsibilities

- Develop and deliver face-to-face and remote/on-line study by facilitating tailored application of knowledge, development of skills, reflection on work-practices and personal development. (Delivery will be a combination of on-campus, off-campus/employer sites and remote/distance delivery.)
- Ensure learners' learning programmes/journeys align with the context of their employment, cultural, diversity and inclusion challenges as well as their learning needs and styles, enabling learners to translate their learning into application, while Integrating this application of learning as part of their development.
- Utilise learner feedback, progression and performance to enhance teaching and learning.
- Support and encourage learners' vocational, personal and academic development.
- Work in collaboration across Henley and with the employer, as required, ensuring:

- learners evaluate their strengths and weaknesses in relation to the particular sprint(s) and its learning outcomes.
- facilitation and application of learning; mentoring learners through inspirational insight and advice
- providing support that maximises personal and career development, develops new ways of thinking and optimises application of learning
- development and assessment of a learning portfolio that leads to
- achievement of the Post-graduate Diploma successful EPA against the Senior Leader Apprenticeship standard.
- enabling a high degree of achievement of the learning outcomes for the relevant sprint(s), through the mini work-based project(s).
- Managing timely progression and achievement of learners through the relevant sprint(s) including:
 - Ensuring that the learner is provided with suitable (and compliant) opportunities for off-the-job learning, for the sprint in question.
 - Involving the appropriate managers within the employer, if required, to develop rich and meaningful work-based learning opportunities for the relevant sprint(s).
 - Contributing to the recording of progress and achievement, through evaluation and feedback on the mini work-based project(s).
 - Contributing to the development of the learning portfolio, strategic business proposal and preparation for end-point-assessment, in relation to the appropriate sprint(s).
- Evaluate work-based projects for the appropriate sprint(s) and determine whether the learner has made sufficient progress or should make revisions and re-submit.
- Support the Apprenticeship Tutor in identifying learners at risk of not progressing and/or achieving and work with the employer and Henley colleagues to implement remedial actions.
- Work with the Programme Director(s) and Academic Faculty to ensure high levels of integration between delivery of the academic modules and development of work-place skills and behaviours; be highly familiar with the academic modules and participate in the scheduled learning sessions as appropriate.
- Foster and maintain effective working relationships with external stakeholders and Henley colleagues, as required, that contribute to the improvement of programmes and working practices.
- Maintain, develop and share own knowledge and skills in order to improve practice and impact (including attending training and development sessions).
- Use judgement and effective communication to determine when to escalate issues to the Programme Director.

Supervision received

The post holder will receive guidance and supervision from the Programme Director and Senior Learning Coach.

Contact

The post holder will have regular contact with:

- Learners and employers (line managers, organisational development representatives, HR etc)
- Faculty, Apprenticeship Tutors, professional services and account management staff within Henley Business School

Terms and conditions

- The post-holder will be the subject of Disclosure and Barring Service check.
- This is a sessional post, which requires the post holder to work both on-campus but predominantly on clients' and partners' sites.

This document outlines the duties required for the time being of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and the line manager may vary duties from time to time which do not change the general character of the job or the level of responsibility entailed.

Date assessed: 14 January 2021

PERSON SPECIFICATION

Job Title	School/Department
Learning Coach	Henley Business School

Criteria	Essential	Desirable
Skills Required	<ul style="list-style-type: none"> On and off-the-job development of work-based knowledge and skills; supporting learning progression and achievement. Communicate effectively in visual, oral and written format Within employer clients, deal with HR/OD staff and line-managers of apprentice learners Deal with apprentice learners in a compassionate, pragmatic and inspiring manner 	<ul style="list-style-type: none"> Skills and experience of working in an apprenticeship context
Attainment	<ul style="list-style-type: none"> Level 7 qualification in leadership/management or > significant management experience addressing one or more of: <ul style="list-style-type: none"> Organisational strategy Innovation, change and transformation Enterprise risk Finance Engaging, leading and developing people Building and maintaining collaborative relationships 	<ul style="list-style-type: none"> Award/certificate in assessment and or learning and development Diploma or similar in learning and development Teaching qualification
Knowledge	<ul style="list-style-type: none"> Safeguarding and prevent legislation and requirements Apprenticeship standards Concepts and principles of work-based learning Microsoft Office VLEs in a work-based learning context 	<ul style="list-style-type: none"> Reporting systems in a skills, FE or HE context Knowledge of Canvas or similar VLEs

Relevant Experience	<ul style="list-style-type: none">• Apprentice/student support and/or assessment• Skills, FE or HE operational delivery	<ul style="list-style-type: none">• Ofsted or similar quality improvement frameworks• Pastoral/coaching/mentoring• ESFA or similar regulatory/compliance environment• Careers guidance
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Completed by: Drew Thomas	Date: January 2021
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