



Talent Coach

Reports To:	Team Manager
Reports to Job Holder:	None
Location:	Applicant must reside in Birmingham area
Specialism:	Delivery of Accountancy and Tax apprenticeships

Primary Objectives:

- To coach, monitor and mentor learners in their chosen apprenticeship pathway and to provide guidance and support in order to achieve a successful outcome

Responsibilities:

Assessment:

- To carry out effective initial assessment with all potential learners, ensuring they enrol on the appropriate programme
- To conduct the sign-up meeting, preparing all appropriate paperwork
- To induct the learner into the Apprenticeship and into Kaplan
- To carry out Health & Safety vetting and monitoring visits at all your employers' premises
- To review, monitor and report on your learners progress in line with relevant client SLA
- To provide guidance and tuition on evidence gathering and portfolio building using the e-Track for framework learners in meetings or in classroom time, including occupational units and functional skills exams
- To provide guidance and support on the use of MyKapApp and how the modules support the development of Skills and Behaviours
- To provide feedback and coaching on the MyKapApp modules to support the continued development and progress of learners; to ensure that feedback is provided with the client SLA
- To co-ordinate and manage your calendar to ensure that appointments are planned and conducted in an efficient and effective manner



FINANCIAL

- To ensure a clear focus is placed on ensuring a successful outcome within the planned duration
- To carry out Exit Reviews and ensure Leavers' Evaluations are completed and reviewed
- To retain information regarding starts, leavers, and outcomes to enable accurate reporting of statistical and financial information to be carried out
- To deal with learner or employer queries efficiently and professionally
- To carry out any ad hoc assignments as requested
- To be available to assist in any Quality Improvement projects as they occur.

PERSON SPECIFICATION	Essential	Desirable
Attainments:		
Sound business & management skills ideally in a management / supervisory role	X	
Full UK driving licence	X	
TAQA, A1 or equivalent		X
Maths and English GCSE Grade C or above (or equivalent)		X
Professional qualifications		X
Communication skills		
<ul style="list-style-type: none"> • Possesses confident, friendly, approachable manner • Excellent oral and written skills • Able to persuade/influence others • Able to maintain authority in difficult environments 	X X X X	
Management Skills		
<ul style="list-style-type: none"> • Able to prioritise own workload and that of others to meet deadlines • Able to operate on own initiative • Able to analyse trends and determine support needs • Able to produce management reports 	X X X X	
Technical/Professional Skills		
<ul style="list-style-type: none"> • Working knowledge of relevant awarding body standards and assessment requirements • Knowledge of Common Inspection Framework • Knowledge of ESFA funding requirements 		X X X
Team Player		
<ul style="list-style-type: none"> • Interacts effectively with others • Able to feel part of a team although sometimes operating remotely • Flexible attitude to work • Self motivated 	X X X X	
Circumstances		
<ul style="list-style-type: none"> • Able to travel within the UK & own car 	X	



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