

Talent coach

Location:	Leeds
Reports To:	Team Manager
Reports to Job Holder:	None
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
- To ensure a clear focus is placed on ensuring a successful outcome within the planned duration



FINANCIAL

- 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.

- The post holder will, in addition, carry out any other duties as are within the scope, spirit and purpose of the job as requested by their line manager or senior manager. As business requirements change, the job description will evolve.

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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 Level 4		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	