

JOB DESCRIPTION

Skills & Development Coach

First Intuition (FI) is a fast-growing, innovative education provider committed to delivering outstanding learning experiences. At FI, our commitment to excellence is driven by our core driving principle of putting people first. We take pride in nurturing talent, fostering growth, and providing unparalleled support to our students, clients, and team members, ensuring they can thrive personally and professionally. As Skills & Development Coach you will be responsible for coaching a cohort of apprentices on their apprenticeship journey.

Key responsibilities include:

- Undertaking progress reviews with the apprentice and their employer
- Providing structured feedback on an apprentice's progression
- Creating and implementing action plans where necessary
- Monthly reviews of learner status with your line manager
- Monitoring and monthly reporting on the apprentice's progression
- Preparing and updating study planners for your apprentices
- Assisting in the delivery of the apprenticeship introduction session, and EPA days
- Reviewing task and portfolio submissions by apprentices and providing feedback
- Reviewing learning logs and providing feedback in line with ESFA rules
- Assisting the apprentice through EPA, including playing a key role in the portfolio
- Compliant documentation

Other:

- General admin support for the office as required
- Attending careers events

Required skills:

- Ability to inspire, influence and motivate, with an enthusiasm for learning
- Effective communicator with excellent interpersonal skills
- Be driven to improve the educational experience for our apprentices continually
- Ability to review processes and make recommendations on improvements
- Exceptional organisational and time management skills
- Microsoft literate (Excel, Outlook, Teams)
- Confident and professional, as you will be representing our brand to our clients and apprentices

Desirable Skills:

- A full driving licence and access to a vehicle
- Sound knowledge of apprenticeship programmes and standards to ensure compliance with Ofsted and ESFA

All applicants are subject to a full DBS check, reference check and google search before acceptance to the role.