



# Job Description:

## Motor Vehicle Performance Coach – 14 hours per week (Fixed Term Contract until 31 July 2025)



**Motor Vehicle Performance Coach – 14 hours per week  
(Fixed Term Contract until 31 July 2025)  
REF: TRA007-730**

**The role:**

The post holder will have responsibility for the recruitment, training and assessment of candidates within the workplace and workshop for Motor Vehicle apprenticeships.

As Performance Coach you will play a pivotal role in contributing to the strategic direction and operational effectiveness of the College. This position requires ensuring that your responsibilities are performed in a manner that reflects the high standards, vision, and values of the College. You will be instrumental in delivering key performance indicators and fostering continuous improvement across the College. Your role also involves promoting the College within the community, developing partnerships, and ensuring the well-being and safety of all students and staff. Additionally, a continuous commitment to professional development in assessing practice and industry specialism is essential.

**Responsible to:**

The postholder is responsible to the Apprenticeship Manager, in the first instance and the Director of Curriculum Apprenticeship and Skills.

**Key Accountabilities and Responsibilities:**

**Training Delivery:**

- Plan, prepare, and deliver training in subject specialist areas within the College or at various offsite venues, including 1:1, small group, class, workshop, and large lecture settings.
- Ensure learners and employers receive necessary information on health & safety, equal opportunities, programme content, delivery, and assessment arrangements.
- Co-plan programme delivery and Off-The-Job training hours with the direct manager of the Apprentice, considering the needs of the Apprentice and employer.

**Health and Safety Monitoring:**

- Conduct initial and continuous Health and Safety assessments in the workplace, ensuring a safe learning environment for students.
- Values and Inclusion: Embed British Values, Equality, Diversity, Inclusion, and professional behaviours into programme delivery and assessment.

**Assessment and Review:**

- Conduct initial assessment screenings and reviews with learners to ensure appropriate training program placement and progression.
- Student Caseload Management: Manage a caseload of students, ensuring timely completion within agreed timescales suitable for their level and individual needs.

**Programme Management:**

- Enrol, induct, teach, train, review, assess, and track learners using standard paperwork and updating IT systems such as OneFile. This includes recording the Course Overview, setting targets, and tracking attendance.

- Assist students with action planning, evidencing progress and achievements, and support them in using e-learning platforms for skill and knowledge development.
- Feedback and Progress Reviews: Provide comprehensive, detailed assessment and progress review feedback in conjunction with employers to identify learning and progression opportunities.

#### **Student Assessment:**

- Assess and train students of all abilities in vocational areas, testing skills and related knowledge either in the workplace or College, involving local or national travel as needed.
- Manage exam bookings and organisation, and invigilate tests as necessary.
- Ensure accurate recording of assessment decisions and submission of high-quality documentation meeting compliance requirements.

#### **Quality Training:**

- Develop, plan, and deliver quality training in response to student needs, including marking, supporting portfolio building, and providing feedback.
- Design, plan, produce, and adapt a range of effective and engaging training, learning, and assessment materials and activities to motivate students, incorporating supportive technologies.
- Identify and support opportunities for developing learners' English, Math's, and ICT skills both in the programme and through workplace activities.
- Data Management: Maintain effective data on student targets, progression, assessment activities, and achievements from training and assessment activities.
- Provide accurate, timely information and advice to the college, learners and employers regarding individual subject specialisms.

#### **Efficiency Maximisation:**

- Maximise travel and accommodation efficiency to meet budget constraints.

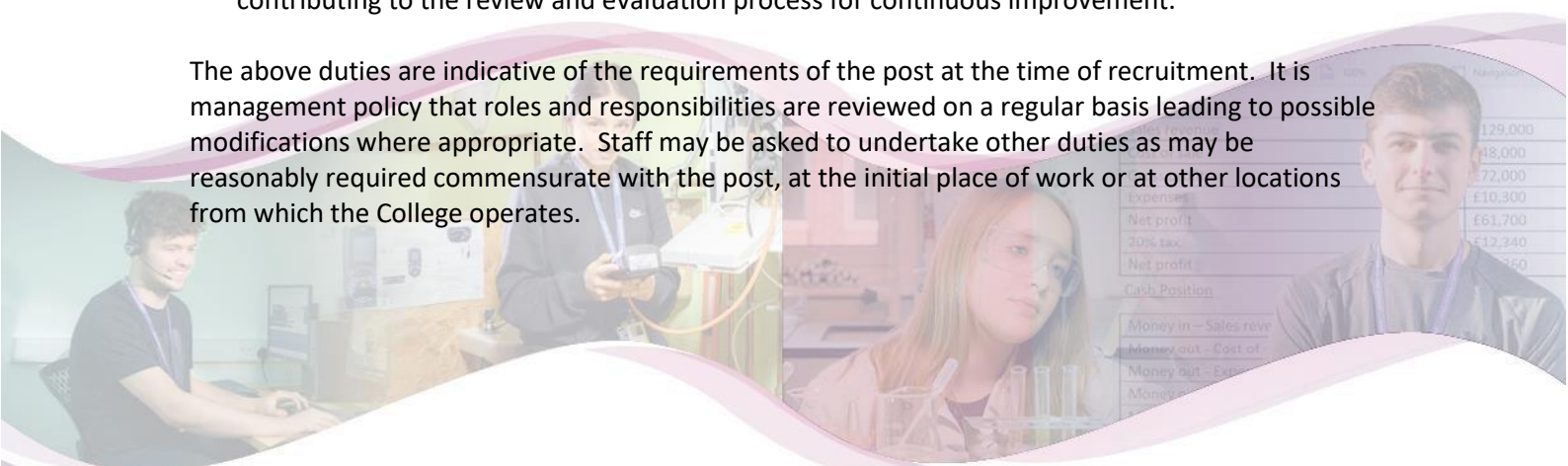
#### **Networking:**

- Liaise with Assessors, Trainers, Mentors, and employers, building meaningful networks and ensuring they have the necessary information.
- Participate as a full team member, contributing to the development, promotion, review, and delivery of programmes.
- Work with employers to develop training programs that meet their bespoke needs as required.
- Work with others to develop engaging and effective training approaches, making appropriate use of learning technologies i.e. OneFile/Teams.

#### **Quality Assurance:**

- Participate in quality assurance initiatives, including assessment and verification procedures, contributing to the review and evaluation process for continuous improvement.

The above duties are indicative of the requirements of the post at the time of recruitment. It is management policy that roles and responsibilities are reviewed on a regular basis leading to possible modifications where appropriate. Staff may be asked to undertake other duties as may be reasonably required commensurate with the post, at the initial place of work or at other locations from which the College operates.



## The Person:

The successful candidate will be the one whose professional and personal qualities correlate most closely with the following profile:

Qualifications and Attainments	Essential/ Desirable	Method of Assessment
Possession of a Level 3 qualification in the relevant vocational area	E	A
Possession of a Level 2 qualification in English and Maths (or willingness to undertake training to achieve).	E	A
Assessor awards (CAVA or equivalent)	E	A
Internal Verifier awards or a willingness to work towards.	D	A
CIEH Level 3 Risk Assessment Principles and Practice qualification, or a willingness to work towards.	E	A

Experience		
Minimum of 2 years recent relevant industrial experience in the curriculum area	E	A/I
Experience of assessing candidates in the workplace	E	A/I
Experience of liaising with employers	E	A/I

Knowledge, Skills and Attributes		
Knowledge of the Apprenticeship Standards and EPA process	E	A/I
Ability to meet deadlines	E	A/I
Ability to plan and meet caseload requirements	E	A/I
Excellent organisational skills	E	A/I
Ability to use own initiative	E	A/I
Ability to use IT	D	A/I
Clean driving licence and access to a car (to visit candidates within the workplace)	E	A/I
Willingness to commit to adhering to college policies and procedures with regards to Safeguarding, Prevent, Equality & Diversity, Health & Safety etc.	E	I

Method of Assessment: A – Application, I – Interview, AS – Assessment

## Salary:

£13,660.21 per annum

(For information, the full-time equivalent is £36,102.00 per annum)



## Summary of Terms and Conditions of Employment:

The candidate should be a car owner and must be prepared to travel to individual workplaces. An appropriate mileage allowance will be paid.

There will be an annualised working year of 599 hours. The weekly pattern of hours to be worked are commensurate with the needs of the College.

The post-holder will be entitled to receive normal remuneration for all Bank and Public Holidays normally observed in England and Wales (currently eight days) and to a further 39 working days' (109 hours) holiday in each holiday year (being the period from 1 September to 31 August). The College may close for a number of working days in the interest of efficiency. If this occurs the taking of annual leave will be directed by the Corporation up to a maximum of 9 days. Typically, these closures occur over the Christmas and Easter periods.

Evening and/or early morning duty may be necessary during August, September and January for enrolment/examination registration and general enquiries. Annual leave may not be taken from 20 August until the 2<sup>nd</sup> week in September.

The postholder will be eligible to contribute automatically to the Merseyside Pension Fund (subject to qualifying conditions). Details of the scheme in operation can be found in the vacancies area of the College's website.

During their employment with the College the postholder will be expected to conduct themselves in a manner appropriate to the professional image of the College. The postholder will be expected to provide a prompt and efficient service and to maintain appropriate standards of personal appearance at all times.

A disclosure from the Disclosure and Barring Service (DBS) will be requested in the event of a successful application to this post.

All applications for disclosures are dealt with in accordance with the DBS's Code of Practice and the College's Policies on The Recruitment of Ex-Offenders and on The Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information. Copies of the Code of Practice are available from the Human Resources Department on request. Copies of the policies are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

Southport Education Group is committed to safeguarding and promoting the welfare of children and young people. Copies of the College's Child Protection and Vulnerable Adults Policy and Procedures are available on the College's website on [www.southport.ac.uk](http://www.southport.ac.uk) and the College's Intranet.

## Timetable for Appointment:

**Deadline for receipt of applications: Wednesday 8<sup>th</sup> January 2025 (10:00am)**

**Interviews will be held: Within one month of closing date**

## Application Procedure:

An application form should be completed and supported by a letter of application, which succinctly but comprehensively identifies your reasons for applying and how your career to date may have equipped you for the post.

Completed applications should be returned via email to [personnel@southport.ac.uk](mailto:personnel@southport.ac.uk)

CVs alone will not be accepted.

Upon receipt of your emailed application form, we will acknowledge your application via return email. If you haven't received a confirmation email prior to the closing date for the vacancy, please check your 'spam' or 'junk mail' folder. If the email is in this folder, please mark it as 'not spam/junk'. This should ensure that any further emails we send to you are not missed.

In the interests of economy, you will not hear from us again unless you are shortlisted. Your interest in the post is greatly appreciated.

