Carpentry & Joinery Skills Coach

Job Description

Faculty / Department: **Campus:**	Apprenticeships Based at Burslem campus but working across employer sites

Responsible to:	Head of Apprenticeships

Responsible for:	N/A

Grade:	Salary range: £31,424 - £44,712 per annum (Grade 3 - 4)	**Hours:**	Full-Time, 37 hours per week, Permanent (1 FTE)

Role Summary:

You will be responsible for supporting the creation of portfolios of evidence for the Level 2 and Level 3 Carpentry & Joinery Apprenticeship Standards, including both Site Carpentry and Architectural Joinery pathways. The role involves carrying out accurate and timely progress reviews, supporting apprentice development, and building strong working relationships with employers across the apprenticeship provision.

You will manage a caseload of up to 45 apprentices, ensuring learners remain on track through effective monitoring, timely reviews, and a clear understanding of End Point Assessment (EPA) requirements and Off the Job training expectations.

The successful candidate will coach and support apprentices to develop the knowledge, skills, and behaviours required to successfully achieve their apprenticeship, with a focus on securing high achievement rates and distinction outcomes wherever possible. A strong understanding of apprenticeship funding rules and compliance requirements is essential to ensure high-quality and compliant delivery.

Main Duties and Responsibilities:

Work Processes and results

- Manage a caseload of apprentices, supporting teaching, progress reviews, coaching, EPA preparation, and employer engagement.
- Monitor learner progress against apprenticeship standards, including Functional Skills achievement and timely completion.
- Embed English and Maths development within all coaching sessions.

- Maintain accurate learner records, reviews, interventions, and portfolio updates using College systems within required timescales.
- Complete monitoring and compliance documentation in line with College and funding body requirements.
- Build and maintain strong employer relationships, identifying opportunities for apprenticeships, work experience, and commercial activity.
- Contribute to quality assurance, standardisation, self-assessment, and continuous improvement activities across the apprenticeship provision.
- Provide information, advice, and guidance to apprentices, employers, and prospective learners regarding apprenticeship programmes.
- Support College open events, employer engagement activities, and promotional events as required.
- Carry out Health and Safety checks for placement settings and ensure compliance with safeguarding, equality, and programme requirements.
- Work collaboratively with employers and the Business Development Team to identify future training needs and maintain accurate CRM records.
- Embed wider elements such as British Values, Prevent & Safeguarding into all coaching sessions.
- Track and report learner activity to meet College, funding, and awarding organisation requirements.
- Promote Stoke on Trent College provision and maintain high standards of customer service and learner experience.
- Participate in performance review processes and contribute to departmental improvement planning and self-assessment activities.

Team Work

- To work flexibly as a member of a team of support staff, including attendance at team meetings and other College meetings, as well as supporting open events.
- To work closely with curriculum to ensuring teaching of the apprenticeship is aligned with the training plan and employer requirements.

Communication / Documentation

- Communicate effectively across a wide range of audiences.
- Maintain accurate learner records to include learner progress, off the job, progress reviews & ALS.

Personal Development / Performance

- Demonstrate a commitment to continuing Personal/Professional Development.

- Engage proactively in the performance review process, contributing to the setting of the role specific objectives, supporting developmental planning and participating in regular review discussions to faster continuous improvement and alignment with college priorities.
- Adhere to the College's environmental and sustainability procedures and seek to promote environmental sustainability within own area of responsibility.

Equality, Diversity & Inclusion, Health and Safety and Strategy

- A strong commitment to the principles and practice of Equality, Diversity and Inclusion.
- Demonstrate a commitment to embed the FREDIE principles of Fairness, Respect, Equity, Diversity, Inclusion, and Engagement, contributing to building a truly inclusive culture where everyone feels valued, respected, and able to participate.
- Take reasonable care of the Health and Safety of yourself and that of any other person who may be affected by your acts or omissions at work.
- Ensure as far as is necessary, that Statutory Requirements, Codes of Practice, Policies and Procedures, and Health and Safety arrangements are complied with.

College Values

- To demonstrate and uphold the College's values - Inclusive, Collaborative, Courageous, Ambitious, Nurturing (ICcAN).
- To promote and embed these values in all elements of work and in interactions with colleagues, learners, visitors and others.
- To participate actively in making the College a welcoming and inclusive environment in which to learn and work, contributing to a college culture which is consistent with our values.

Safeguarding of Children and Vulnerable Adults

- To comply with the College's Safeguarding policy and practices, and work in accordance with the Keeping Children Safe in Education Statutory Guidance for Schools and Colleges.
- Maintain vigilance regarding safeguarding concerns and report them in full compliance with the College's safeguarding procedures.
- Model appropriate professional boundaries and positive behaviour.
- Participate in mandatory Safeguarding, Prevent, and Health and Safety training and maintain up-to-date compliance through refresher sessions.
- Read and understand Part 1 of KCSIE (or Annex A where applicable) and refresh understanding annually when the guidance is updated each September.
- Contribute to maintaining a safe and welcoming environment for all Learners.

General Data Protection Regulation and Data Protection Act 2018

- To understand, be aware of, and ensure full compliance with the General Data Protection Regulation, and Data Protection Act 2018, during and after employment with the College, and to comply with the College's Policy for such.

This is not intended as an exhaustive list of duties or a restrictive definition of the post but rather, should be read as a guide to the main priorities and typical areas of activity of the post-holder.

These activities are subject to amendment over time as priorities and requirements evolve and as such it may be amended at any time by the line manager following discussion with the post holder.

*This Job Description and Person Specification is accurate as at **May 2026**. In consultation with the postholder, the College reserves the right to update, amend, or vary its content, to reflect changes to, or modernisation of, the role.*

Measured by:	
A	Application
I	Interview
T	Test
P	Presentation
R	References
Cert	Certificate
DBS	DBS Certificate
Po	Portfolio

PERSON SPECIFICATION
Carpentry & Joinery Skills Coach

Criteria Headings	Essential	Evidenced by	Desirable	Evidenced by
Qualifications/ Education/ Training	• Minimum of 2 GCSE's (A* - C, 9 – 4) or equivalent, including Maths and English or willingness to work towards. • L3 Carpentry & Joinery.	A, I, Cert A, I, Cert	• Minimum of 4 GCSE's (A* - C, 9 – 4) or equivalent. • Fire Door Qualification (or willingness to undertake). • Assessor qualification (or willingness to undertake). • Teaching qualification.	A, I, Cert A, I, Cert A, I, Cert A, I, Cert
Experience	• Experience of assessing and coaching apprentices. • Experience of working in a fast-paced environment, working autonomously with the ability to work towards deadlines and targets.	A, I A, I	• Experience of Audit and Inspections. • Knowledge of the Education Inspection Framework. • Understanding of EPA requirements.	A, I A, I A, I
Special Knowledge/ Skills/ Abilities	• Full drivers' licence and ability to travel to locations to support learning and assessment.	A, I		
Disposition/ Attitude	• Demonstrable understanding of the College's values, and ability to demonstrate practical implementation throughout work duties and through being able to work flexibly as part of a team. • Demonstrable positive	I A, I		

	approach to Equality, Diversity & Inclusion • Resilience and adaptable in response to challenges and change.	A, I		
Suitability to work with Children, Young People and Vulnerable Adults	• A commitment to Safeguarding and promoting the welfare of children, young people and vulnerable adults. • Understand the importance of maintaining confidentiality and appropriate professional boundaries with children, young people and vulnerable adults • Awareness of Safeguarding policies and procedures in an educational setting. • Ability to recognise and report safeguarding concerns in line with College procedures.	I, DBS I, R, DBS I, R I	• Training in Safeguarding, child protection or Prevent beyond mandatory induction • Familiarity with safeguarding legislation relevant to the education sector. • Awareness of Prevent duty	A, I, R I I

TERMS & CONDITIONS FOR EDUCATION BUSINESS SERVICES (STOKE) LTD.

Conditions of Appointment

All offers of employment are subject to a Probationary period of up to six months, during which time performance will be assessed. In addition, all appointments are subject to:

- *A satisfactory Enhanced Disclosure by the Disclosure and Barring Service (DBS).*
- *A satisfactory Children's Barred List check;*
- *A satisfactory overseas criminal record check (if applicable);*
- *Verification that candidate is legally eligible and permitted to work in the United Kingdom;*
- *Verification of all relevant and required essential qualifications for the relevant post, by original certificate;*
- *Receipt of two references considered suitable by the College;*
- *Successful completion of all elements of the Company and College Induction during the Probationary period, including training modules in Safeguarding, WRAP, Equality, Diversity and Inclusion, GDPR and Health and Safety.*

Pension Arrangements

Eligible employees will be automatically enrolled into the stakeholder pension scheme provided by Scottish Widows.

Working Hours

The standard full-time working week for all staff is 37 hours.

Maternity, Paternity & Adoption

The College has a suite of Family Friendly policies, including Maternity, Paternity and Adoption schemes, some of which provide enhanced benefits, whilst others provide statutory benefits.

Sick Pay

The Company has a scheme of enhanced sickness benefits.

Training and Development

Education Business Services (Stoke) Ltd is committed to the professional and personal development of all our employees. Individual Training and Development plans are formulated via the Staff Check-in process.

Holidays

Education Business Services (Stoke) Ltd staff are entitled to 32 days' annual leave, plus 8 bank holidays. There are a number of directed leave days each academic year and these are set out in the College Calendar. Typically, these directed leave days will be during Christmas, Easter and in the summer period where the College will close its sites in the interests of efficiency.

Staff Parking

Free and ample parking space is available on both sites, subject to availability at peak times.

Salary Payments

Salary is paid by direct credit transfer to your bank or building society account in 12 equal instalments. Payment is made on the 27th day of each month or, if this lands on a weekend or bank holiday day, payment is made on the previous working day.

Notice Periods

The amount of notice you are required to give and entitled to receive is 1 month. Fixed term employees are required to give and are entitled to notice as per their contract of employment.

Location of Work

Your principal place of work will be at the site given in your Job Description, Contract of Employment and Conditional Offer Letter. However, you may be required to work on either campus temporarily or on an indefinite basis.

Equality of Opportunity

Education Business Services (Stoke) Ltd is committed to the principle of equal opportunity. We will ensure that no employee, applicant for employment or student receives less favourable treatment on any grounds, which cannot be seen to be justified in relation to employment, education and training.