



LIVERPOOL  
HOPE  
UNIVERSITY

1844

## Recruitment Pack

# Degree Apprenticeship Tutor (Skills Coach)

Job Reference: 2AAPH05

Closing date: Friday 29<sup>th</sup> November at 5.00pm

[www.hope.ac.uk](http://www.hope.ac.uk)







**POST:** Degree Apprenticeship Tutor (Skills Coach) (4 posts)

**STARTING DATE:** TBC

**SALARY RANGE:** £37,999 - £45,163 (pro rata to hours worked) (Grade 7) per annum

**TYPE OF CONTRACT:** 3 Year Fixed Term

**WORK PATTERN:** 17.5 hours per week (0.5 FTE)

**REPORTS TO:** Director of Apprenticeships

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## The Post

Liverpool Hope University is looking to appoint four dynamic, experienced individuals as our new Degree Apprenticeship Tutors (Skills Coaches) as we enter as a new provider into the Degree Apprenticeships market.

Reporting to the Director of Apprenticeships, the Degree Apprenticeship Tutor (Skills Coach) will support the professional development of apprentices enrolled on Liverpool Hope's Level 6 Degree Apprenticeships. The appointee will develop and maintain a relationship with the apprentices and their employers, by carrying out monthly reviews and regular tripartite progress reviews. The primary goal is to provide the apprentices with coaching support, in order to promote and track their engagement with the programme, in line with the apprenticeship standard. The Degree Apprenticeship Skills Coach, the apprentice, and the employer will work together to integrate academic study with the specific responsibilities of the apprentice's work role. To this end, the Degree Apprenticeship Skills Coach will demonstrate a sound understanding of the apprenticeship standard, will be familiar with the Degree Apprenticeship programme in question, and will have specialist experience in one or more of the taught subject areas.

The Skills Coach will skillfully lead the Apprentice through their programmes ensuring that they are making the required progress and their needs are being met on their degree programme and on the Apprenticeship standard. The skills coach will be responsible for monitoring the learners progress and liaising with the employer to ensure that the requirements of the Apprenticeship programme are being met. The skills coach will be fully conversant in the evidence required for learners to achieve the highest award possible on the learners course of study and will endeavour to support all learners to this end. The Skills coach will support learners to build the required evidence required for end point assessment and will liaise with the end point assessment organisations to ensure they are fully conversant in the requirements.

You will ensure that the employer and apprentice experience is positive and consistent across our Apprenticeship programmes and that their ongoing feedback drives continuous improvement.

It is essential that you can demonstrate an up-to-date knowledge of apprenticeship requirements in Higher Education, fully understand the requirements of IfATE, and have detailed/sound knowledge of the Apprenticeship Accountability Framework, Ofsted, OfS.

You will join us during the set up phase of our development with first cohorts commencing in September 2025. You will be required to support a variety of activity in the set up phase including but not limited to business development and marketing/recruitment activity; design and development of curriculum and learning materials; system set up.

**Liverpool Hope University is looking for skills coaches in Physiotherapy, Youth Work, Social Work and Teaching.**

These posts are a three- year fixed term appointments.

## Job Description/Key duties of the post

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |      |         |
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| Job Title                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Degree Apprenticeship Tutor<br>(Skills Coach) | Code | 2AAPH05 |
| Subject/Service Area                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Apprenticeships                               |      |         |
| Reports to                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Director of Apprenticeships                   |      |         |
| Accountable To                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Director of Apprenticeships                   |      |         |
| Purpose of Job                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |      |         |
| The Degree Apprenticeship Tutor (Skills Coach) will support the professional development of apprentices enrolled on Liverpool Hope’s Level 6 Degree Apprenticeships to ensure successful outcomes for learners.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                               |      |         |
| Key Tasks / Responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |      |         |
| <p><b>Main Duties/Responsibilities:</b></p> <ul style="list-style-type: none"><li>• Participate, as appropriate, in recruitment activities, as well as the induction and initial assessment of apprenticeship students.</li><li>• Record learners starting points and plot achievable milestones</li><li>• Teach, in a developmental capacity, and assess students at different levels of an apprenticeship programme with a focus on work-based learning.</li><li>• Support learners in the application of their knowledge to the workplace. Support learners to exceed their potential</li><li>• Develop learning support materials, and share best practice, collaborating with other coaches to provide consistency and quality across the programme.</li><li>• Develop resources that will enable learners to evidence the application of Knowledge, skills and behaviours to the workplace as per the relevant Apprenticeship standard from IfATE</li><li>• Liaise with employers and apprentices, as required, to agree learning and development goals, and support the fulfilment of study requirements.</li><li>• Plan and perform regular progress reviews (remotely and face-to-face), and work with learners and employers towards progress monitoring and development support targets.</li></ul> |                                               |      |         |

- Identify apprentices who fail to make the expected progress, and support them in getting back on track.
- Monitor the recording of work-based learning evidence, and guide the apprentices through gradually building the evidence required for the apprenticeship's end-point assessment.
- Enhance the University's reputation with professional/scholarly bodies, by participating in existing networks and by developing new links capable of demonstrating impact.
- Represent the interests of the subject and Faculty, via activities to raise the University's regional, national, and international profile, particularly with industry, the professions, schools, and businesses.

### **Quality Assurance and Administrative Responsibilities**

- Use the University's electronic platforms to maintain apprenticeship records on learner progression and associated risks, in compliance with the University's evidencing obligations and GDPR guidelines.
- Collaborate with colleagues within the programme team to develop, promote, and improve quality assurance processes and resources.
- Remain audit compliant at all times in line with the Apprenticeship Accountability Framework, including the recording and monitoring of off the job hours and tripartite reviews
- Complete all tasks relevant to the role within the timescales set out.
- Ensure own work meets the University's relevant quality standards.
- Engage in supporting and promoting quality assurance measures within the University. Undertake training essential to the post, as required by the University.
- Cooperate with colleagues across disciplines, in the continuous review and development of the University's programmes.
- Undertake other academic administration relevant to the needs of the post.

### **Citizenship**

- Carry out specific Faculty roles and functions
- Provide pastoral care and coaching support to apprentices.
- Take part in and, if required, manage staff seminars, cross-departmental activities, and events, e.g., open days, sixth form conferences, etc.
- Undertake such other duties as may be reasonably requested, and that are commensurate with the nature and grade of the post.

### **Compliance Oversight**

- Maintain up to date knowledge of changes in ESFA/DFE/DFE apprenticeship data compliance requirements, funding regulations and audit frameworks.
- Work with the Director of Apprenticeships and Faculty colleagues to drive the development and improvement of provision so that apprenticeship programmes continually meet the needs of employers and industries, whilst simultaneously ensuring that these partners engage, motivate, and provide progression pathways for apprentices.

### **Professional Development**

- Maintain personal and professional development to meet the changing demands of the job; participate in appropriate training activities.
- Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- To develop and deliver training requirements to members of the University, employers and other stakeholders, as required.
- You are required to keep up to date with the Funding Rules for Apprenticeships, The Accountability framework, IfATE, DAS, ILR, OfS, Ofsted

### **Materials, resources & equipment to be used**

Standard office equipment e.g. computer, telephone, fax

### **Qualifications / Experience Required**

A degree in a relevant subject discipline  
Membership of a relevant professional body

### **Regular contacts (internal / external)**

#### **Internal:**

Faculty Academic programme teams, Apprenticeship Hub Colleagues, Central Services e.g. Learning Support, Finance, Library, Learning and Teaching

#### **External:**

Employers, Learners, Regulatory Bodies including but not limited to ESFA/DfE, Ofsted, OfS, IFTAE/Skills England, External Accrediting Bodies relevant to Standard, Sector groups, PRSB

### **Staff Reporting to Post holder**

None

## Person Specification

### Methods of assessment

Application form (A)

Interview (I)

Presentation (P)

|                                                                                                                                              | Essential (E)<br>Desirable (D) | Method of<br>Assessment |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------|
| <b>Educational, Qualifications, Training</b>                                                                                                 |                                |                         |
| A degree in a relevant subject discipline                                                                                                    | E                              | A                       |
| Membership of a relevant professional body                                                                                                   | E                              | A                       |
| A relevant apprenticeship assessor qualification (or a willingness to work towards one).                                                     | D                              | A                       |
| A relevant teaching qualification (or a willingness to work towards one).                                                                    | D                              | A                       |
| <b>Skills, knowledge and experience</b>                                                                                                      |                                |                         |
| Experience of teaching and assessing within a work-based degree programme or apprenticeship scheme                                           | E                              | A/I                     |
| Full knowledge of the national apprenticeship system and how it operates.                                                                    | E                              | A/I                     |
| Knowledge of educational quality assurance processes and ability to comply with them.                                                        | E                              | A/I                     |
| Knowledge and experience of Ofsted with regards to Apprenticeships.                                                                          | E                              | A/I                     |
| Knowledge and experience of safeguarding in relation to apprentices.                                                                         | D                              | A/I                     |
| Successful coordination and organisation of events and programmes of activity, e.g., training courses, workshops.                            | D                              | A/I                     |
| Experience of supporting professionals to develop reflective learning and engaged critical thinking skills, through practice-based learning. | E                              | A/I                     |
| Demonstrable experience with effectively supporting learners at a distance.                                                                  | D                              | A/I                     |
|                                                                                                                                              |                                |                         |
|                                                                                                                                              |                                |                         |



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|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|-----|
| Relevant practical experience of using e-portfolios to support young professionals in a work-based learning setting.                                                                                 | D | A/I |
| Experience of supporting widening Participation learners.                                                                                                                                            | D | A/I |
| Willingness to travel to employer sites to meet apprentices and their line managers.                                                                                                                 | E | A/I |
| Ability to develop own teaching materials and contribute to course and programme development.                                                                                                        | E | A/I |
| Highly developed interpersonal skills, including the ability to provide developmental advice to apprentices, and the ability to champion the apprentices' interests in front of their line managers. | E | A/I |
| Substantial experience in apprenticeships or vocational training                                                                                                                                     | E | A/I |
| Strong understanding of the ESFA/DFE/DfE funding rules and the apprenticeships levy.                                                                                                                 | E | A/I |
| Attention to detail                                                                                                                                                                                  | E | A/I |
| Experienced in building relationships with external partners/stakeholders.                                                                                                                           | E | A/I |
| Excellent organisational, communication and interpersonal skills.                                                                                                                                    | E | A/I |
| Excellent communication skills, to be evidenced when interacting with University staff (regardless of level), with apprentices, and with employers.                                                  | E | A/I |
| Ability to prioritise workloads to meet deadlines.                                                                                                                                                   | E | A/I |
| Flexible and adaptable to changing priorities.                                                                                                                                                       | E | A/I |
| Proficient use of essential software tools and apps, e.g., Microsoft Office, Microsoft Teams, Moodle or a similar virtual learning environment, etc.                                                 | E | A/I |
| IT skills with the ability to maintain databases (e.g., student record systems, CRM, ILR, DAS).                                                                                                      | E | A/I |
| Ability to present information to colleagues with diverse levels of understanding.                                                                                                                   | E | A/I |
|                                                                                                                                                                                                      |   |     |

| Other Requirements                                                      |   |     |
|-------------------------------------------------------------------------|---|-----|
| Self-motivated and proactive.                                           | E | A/I |
| Membership of Relevant Professional Bodies or Organisations             | D | A/I |
| Commitment to equality, diversity and inclusion policies and objectives | E | A/I |

### Name of contact for queries

Sue Cronin  
 Director of Apprenticeships  
[cronins@hope.ac.uk](mailto:cronins@hope.ac.uk)

## Conditions of service:

This post is based at Hope Park campus. However, you may be required to work in other areas of the University as and when required.

The post is a three-year fixed term appointment.

Salary scale for this post is £37,999 – £45,163 (pro rata to hours worked) (grade 7) per annum. New appointments will normally be made on the first incremental point of the advertised grade within the salary scale. In certain circumstances, it may be appropriate to offer a candidate a higher incremental point of the advertised grade. A higher salary will not be offered purely on the fact that it has been requested. Any starting salary above the first incremental point of the advertised grade must be justified and **supported by evidence**. Salary is payable monthly in arrears by bank giro credit on and around the 20<sup>th</sup> of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 35 days per year plus statutory Public Holidays and Liturgical days. This entitlement is pro-rated for part-time staff.

## Further Information

Liverpool Hope University has two main teaching campuses – Hope Park in the Liverpool suburb of Childwall and the city centre Creative Campus.

We have invested more than £60 million in buildings and equipment over the past eight years and we are proud of our campuses. Stunning listed buildings sit alongside modern architecture, and with beautiful gardens and facilities, which make Liverpool Hope University a unique place to work and study.

### Mission and Values

Liverpool Hope University is an ecumenical Christian Foundation, which strives:

- to provide opportunities for the well-rounded personal development of Christians and students from other faiths and beliefs, educating the whole person in mind, body and spirit, irrespective of age, social or ethnic origins or

physical capacity, including in particular those who might otherwise not have had an opportunity to enter higher education;

- to be a national provider of a wide range of high-quality programmes responsive to the needs of students, including the education, training and professional development of teachers for Church and state schools;
- to sustain an academic community, as a sign of hope, enriched by Christian values and worship, which supports teaching and learning, scholarship and research, encourages the understanding of Christian and other faiths and beliefs and promotes religious and social harmony;
- to contribute to the educational, religious, cultural, social and economic life of Liverpool, Merseyside, the North-West and beyond.

### **Liverpool Hope's Values**

Hope strives to meet the following values, which are integral to the fulfilment of its Mission:

- be open, accessible and inclusive,
- take faith seriously, being fully Anglican, fully Catholic, fully ecumenical, fully open to those of all faiths and beliefs,
- be intellectually stretching, stimulating, challenging,
- be hospitable, welcoming, cheerful, professional, full of Hope; creating supportive communities in aesthetically pleasing environments,
- be well-rounded, holistic, integrated, a team, a community of communities, collaborating in wider partnerships.

### **Equality and Diversity**

Consistent with its Mission, Liverpool Hope strives to be a University where the individual and individuality matter. We hold students, staff and visitors in high regard and we seek to foster a working and learning environment that recognises and respects difference. All staff are expected to comply with the University's Equality and Diversity policies in the performance of their duties.

### **Health and Safety**

Liverpool Hope University is committed to ensuring the health, safety and welfare of all staff at work and of students, visitors and others by continuous improvement in standards of health and safety. All staff are expected to comply with the University's Health and Safety policies in the performance of their duties

### **Sustainability**

Liverpool Hope University is committed to enhancing the quality of its environment for its staff and students working and living at the University and the wider community; and aims to manage its operations in ways that are environmentally sustainable, economically feasible and socially responsible. All staff are expected to work in accordance with, and promote the University's sustainability practices.

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## Benefits of working at Liverpool Hope University

Liverpool Hope offers its employees a full range of benefits:

### Pay and Pensions

- Competitive rates of pay defined using the HERA job evaluation scheme
- Pension schemes with generous employer contributions

### Home and Family

- Generous Annual Leave Arrangement
- Opportunity for flexible working arrangements

### Training and Development

- Induction training for all new staff
- Staff development opportunities

### Health and Well-Being

- Hope Park Sports fitness suite and classes with discounted membership
- A range of food outlets with healthy eating options
- Staff counselling service
- Staff cycle scheme
- Support with lifestyle changes
- A range of social activities and groups
- On-site chapel, multi-faith prayer room and Chaplaincy
- Eye testing scheme

We also provide a variety of staff discounts ranging from reduced price Theatre tickets to discounts on beauty treatments.

### Library services

Liverpool Hope's Library Service provides access to a wide-ranging collection of physical and online resources to support learning and research. The service also provides different types of study space across both campuses to support the wide range of learning styles and needs, from individual study rooms to group spaces, and from silent study to more relaxed social learning

### Car Parking

All users of University car parks are required to pay for their use. The University has a scalable charging system for annual permits and pay and display facilities for occasional users.

We recruit staff nationally and internationally as we seek out the best to help build Hope for the future. If you join us, you will be doing so at an exciting and challenging time as we work to build a liberal arts inspired university of distinction in the UK.



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## How to apply

You can download the application form by the links below, or request a hard copy by emailing [jobs@hope.ac.uk](mailto:jobs@hope.ac.uk). You must return a Personal Details form (pages 1-3 or 1-4, depending on the version) and a Work History form (pages 4-8 or 5-8, depending on the version) for your application to be accepted.

[How to apply](#)

## Useful Links

[www.hope.ac.uk/lifeathope/welcome](http://www.hope.ac.uk/lifeathope/welcome)

[www.hope.ac.uk/personnel](http://www.hope.ac.uk/personnel)

[www.hope.ac.uk/jobs](http://www.hope.ac.uk/jobs)

[www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff](http://www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff)

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