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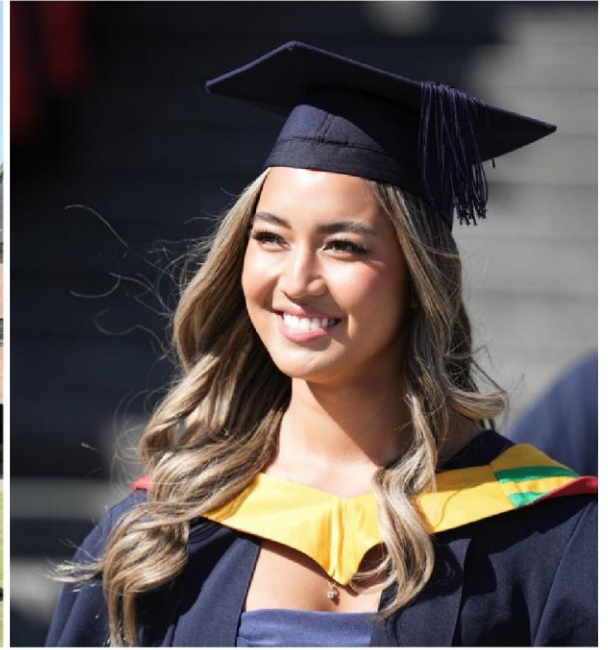
Recruitment Pack

Teacher Apprenticeship Skills Coach

Job Reference: 4AAPH01

Closing date: Wednesday 7th October 2026 by 5.00 p.m.

www.hope.ac.uk





POST: Teacher Apprenticeship Skills Coach

STARTING DATE: Available immediately

SALARY RANGE: £38,764 - £46,049 (pro rata to hours worked) (Grade 7) per annum

TYPE OF CONTRACT: Fixed term

WORK PATTERN: 0.6 (FTE) (21 hours per week)

REPORTS TO: Director of Apprenticeships

The Post

Liverpool Hope University is looking to appoint a dynamic, experienced individual as our new Teacher Apprenticeship Skills Coach as we grow our new provision in the Teacher Apprenticeship market. This includes both undergraduate (45 months) and postgraduate (9 months) apprenticeships.

Reporting to the Director of Apprenticeships, the Degree Apprenticeship Skills Coach will support the professional development of apprentices enrolled on Liverpool Hope's Level 6 Degree Apprenticeships (Undergraduate and Postgraduate apprenticeships). The appointee will develop and maintain a relationship with the apprentices and their employers, by assisting with recruitment activities, supporting apprentice progress and conducting 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 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 individualising the apprenticeship content to meet the needs of each apprentice ensuring compliance regulations are achieved, monitoring the apprentices' progress and liaising with the employer to ensure that the requirements of the apprenticeship programmes are being met. The skills coach will be fully conversant in the evidence required for apprentices to achieve the highest award possible on their programme and will endeavour to support all apprentices to this end. The Skills Coach will support apprentices to build the required evidence required for successful apprenticeship assessment and 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 Skills England, and have detailed/sound knowledge of the Apprenticeship Accountability Framework, Ofsted and OfS.

You must also demonstrate a sound understanding of the teaching profession, with experience working within a primary or secondary school setting. It is essential that you possess an understanding of the operational management of school settings such as timetabling, daily teaching responsibilities and expectations. You should also possess an understanding of the Initial Teacher Training and Qualified Teaching Status framework

You will be required to support a variety of activity in the phase of growth and development including but not limited to business development and marketing/recruitment activity; design and development of curriculum and learning materials; system set up.

This post is for a fixed term period of 45 months.

Job Description/Key duties of the post

Job Title	Teacher Apprenticeship Skills Coach	Code	
Subject/Service Area	Apprenticeships		
Reports to	Director of Apprenticeships		
Accountable To	Director of Apprenticeships		
Purpose of Job			
The Teacher Apprenticeship Skills Coach will support the professional development of apprentices enrolled on Liverpool Hope’s Level 6 Teacher Degree Apprenticeships to ensure successful outcomes for learners.			
Key Tasks / Responsibilities			
Main Duties/Responsibilities:			
• Participate, as appropriate, in recruitment activities, as well as the induction and initial assessment of apprenticeship students. • Record learners starting points and plot achievable milestones • Teach, in a developmental capacity, and assess students at different levels of an apprenticeship programme with a focus on work-based learning. • Support learners in the application of their knowledge to the workplace. Support learners to exceed their potential • Develop learning support materials, and share best practice, collaborating with other coaches to provide consistency and quality across the programme. • 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 • Liaise with employers and apprentices, as required, to agree learning and development goals, and support the fulfilment of study requirements. • Plan and perform regular progress reviews (remotely and face-to-face), and work with learners and employers towards progress monitoring and development support targets.			

- 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 School of Teacher, 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 School of Teacher Education roles and functions, as may be reasonably required e.g. Module Leader, Personal Skills Coach, etc
- 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 School of Teacher Education 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:

School 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) Desirable (D)	Method of Assessment
Educational, Qualifications, Training		
A degree in a relevant subject discipline	E	A
Membership of 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
Skills, knowledge and experience		
Experience of teaching and assessing within a work-based degree programme or apprenticeship scheme	D	A/I
Full knowledge of the national apprenticeship system and how it operates.	D	A/I
Knowledge of educational quality assurance processes and ability to comply with them.	D	A/I
Knowledge and experience of Ofsted with regards to Apprenticeships.	D	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

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	D	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

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 £38,784 – £46,049 (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 20th of each month.

The annual leave runs from 1st September to 31st August. Holiday entitlement is 28 days per year plus staSkills Coachy 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.

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.

How to apply

You can download the application form by the links below, or request a hard copy by emailing 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

www.hope.ac.uk/personnel

www.hope.ac.uk/jobs

www.hope.ac.uk/gateway/staff/staffdevelopment/newinternationalstaff





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