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| <b>Role</b>            | Technical Skills Coach   |
| <b>Responsible for</b> | Supporting and coaching Apprentices  |
| <b>Package</b>         | Competitive Pension, 25 (fte) days holiday, plus closure days, normally around Christmas, hybrid working opportunities, academic development opportunities |
| <b>Location</b>        | London based - Whitechapel and then Victoria from 2023   |
| <b>Salary</b>          | Competitive Salary Rates depending on relevant experience  |
| <b>Working Hours</b>   | Full time  |

We are the Government's National College for Digital Skills. Our mission is to educate and empower the next generation of diverse digital talent. We train 250+ digital degree apprentices for over 30 organisations ranging from Google and Salesforce through to Deloitte and Cazoo. We offer high quality teaching as well as significant in-work support that helps transform the career prospects of our apprentices.

We have an authentic focus on diversity recruitment with over a third of our Apprentices from disadvantaged backgrounds. A further third of our apprentices are young women, and over 40% are from ethnically diverse backgrounds.

We are **looking to recruit** an enthusiastic, collaborative Technical Skills Coach who is keen to share their own passion and technical expertise with the next generation of digital pioneers.

#### **As an Ada Technical Skills Coach you will:**

- Assess and support apprentices through their apprenticeship programme
- Carry out reviews either in person or on the phone with apprentices and line managers to monitor progress against key milestones
- Work with learners to create and monitor their individual learning plans
- Provide personal and professional support to apprentices and employers
- Provide rigorous feedback on work-based learning evidence
- Manage & track of progression of all key programme elements
- Assess whether apprentices are ready to enter gateway and support them to prepare for their end point assessment
- Ensure all apprentice records are maintained and compliant to ESFA regulations

## About you

### Ideally you will have:

- Professional experience in software development or data analytics, **and/ or** a Degree/Higher Apprenticeship in a technical subject (e.g. Computer Science, Software Engineering, STEM subject with demonstrable use of technology)
- Knowledge of either Python or JavaScript
- Excellent communications skills and the ability to work effectively with people at all levels
- Experience monitoring and reporting on individuals progress or in coaching learners/apprentices in their career development
- The ability to effectively use systems, including e-portfolio tracking system, to record and track outcomes
- Experience tracking apprentices through the EPA process and with liaising with the relevant regulatory bodies
- The ability to build effective business relationships with employers
- Strong time management, multi-tasking, and organisational skills

**Equity, Diversity and Inclusion** - At Ada, we are committed to developing a culture that is inclusive and that values diversity so that we can best serve the needs of our learners, staff, and stakeholders well. If you join us, we will expect you to play your part in the development of our culture.

**Applicants with disabilities** - Ada is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact our HR Department.

**Safeguarding** - Ada is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The successful candidate will be required to have an Enhanced Disclosure and Barring Service (DBS) check and references will be sought from previous employers prior to commencing employment. Other related pre-employment checks appropriate to the post will also be carried out.

**Sponsorship** - Sadly, we are unable to offer sponsorship for this role so can only accept applications from candidates who have the legal right to work and remain in the United Kingdom.

### How to apply

Please email [jobs@ada.ac.uk](mailto:jobs@ada.ac.uk) with a copy of your CV and a brief statement, no more than 500 words, stating why you wish to join us as at Ada.