

Loughborough Business School

Apprenticeship Mentor

Job Ref: REQ241085

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

School summary

Loughborough Business School at Loughborough University is internationally leading in research and teaching covering the disciplines of business, management, finance, accounting, and economics.

We provide a high-quality education experience and undertake research that is tailored to the demands of today's business environment, certified through triple accreditation by AMBA, EQUIS and AACSB. This leading position is built and developed around a vibrant international community that provides an excellent environment for progressing an academic career.

Job Description

Job Grade: Specialist and Supporting Academic 6

Job Context

We offer Level 7 Degree Apprenticeships which enable employers to invest in the professional development of their employees. This is to the mutual benefit of both the organisation and the individuals. We are dedicated to providing an excellent overall experience to our apprentices in terms of supporting them to gain the knowledge, experience and skills they require to become senior leaders in their field. We are looking to appoint an Apprenticeship Mentor to support our apprentices through their studies.

Applicants should have a track record of mentoring and/or coaching, and experience of teaching on postgraduate and executive programmes is also useful. The successful candidate will contribute to the success of the School's apprenticeship provision by supporting important relationships between the apprentice, the employer and the School.

Job Purpose

To contribute to, develop and enhance the activities of the School's apprenticeship provision through mentoring, client relationship management, and supporting the apprentice journey from onboarding activities to End Point Assessment.

Specifically, this post will support apprentices through their apprenticeship, work with companies enrolling participants on degree apprenticeships, and ensure that apprentices are able to fulfil the vocational elements of the apprenticeship. They will also support apprentice onboarding activities and develop individual training plans for the apprentices and monitor the apprentice development against these plans with the workplace mentors and academic teams. Ensure that apprentices maintain appropriate evidence and that both informal and contractual ongoing reporting is completed. Apprenticeship Mentors will work with apprentices on one or more programmes and develop strong supportive relationships with them and their line managers/workplace mentors.

Job Duties

Apprenticeship Leadership

Recruitment and onboarding:

- To contribute to apprentice recruitment activities by attending and assisting with open days, conferences etc.
- To work with the Apprenticeship Workplace Learning Director and Programme Leads to undertake eligibility checks and conduct initial needs assessments of prospective Apprentices and establish appropriate support plans for Apprentices.
- Support the 360° assessment process of apprentices and oversee the development of individual student and cohort Personal Development Plans.
- To support apprenticeship inductions, orientation briefings and workshops for apprentices, workplace mentors and employers
- To work with apprentices and employers to ensure that they are fully aware of their roles and responsibilities within the apprenticeship programmes.

Apprentice support and Employer Engagement:

- To act as mentor to apprentices and provide appropriate coaching support where required.
- To work with academic teams to ensure that individual or cohort issues are identified in a timely way; individual apprentice progress is noted and apprentices at risk are identified, and mitigations devised and agreed.
- To conduct Apprenticeship Progress Review meetings with apprentices and workplace mentors, ensuring that these are on-time, high quality, and fulfil the compliance aspects of apprenticeships.
- To maintain strong client relationships and act as a point of contact for the apprenticeship manager (or similarly designated role) within the organisation and provide agreed and appropriate feedback to client working with the appropriate client relationship manager.
- To work with mentors, employers and apprentices to ensure suitable workplace opportunities are created and monitored that enable the apprentice to develop the required knowledge, skills and behaviours listed within the relevant Apprenticeship Standard.
- To support the monitoring of the off-the-job requirement, preparations for End Point Assessment (EPA) and carrying out processes to ensure that apprentices remain compliant with apprenticeship regulations.
- To lead the End Point Assessment preparation and gateway process for their apprentices and work with the Workplace Learning Director to evaluate the readiness of each apprentice for the EPA.

Compliance and quality assurance:

- To support and maintain apprentice compliance and ensure apprentice learner evidence is maintained and submitted as required to allow levy funding to be drawn down, working with Professional, Management and Administration staff.
- To engage with mentoring quality assurance processes to maintain mentoring standards, e.g. peer observations.
- To contribute to module and annual reviews with course teams.
- To provide reports and updates to Workplace Learning Director as required.
- To support the collection of quality assurance and impact evaluation information on programmes and help to develop best practice and impact case studies.

Related Activities and Functions:

- To work effectively with relevant administrative, technical and academic staff in the School and across the University.
- To contribute to workshops and events as required.
- To carry out specific administrative roles and functions as may be reasonably required in relation to role.
- To engage in appropriate training activities as required by the School and the University (e.g. through Staff Development) that are needed to discharge role responsibilities, consistent with your needs and which contribute to the objectives of the School.
- To keep up to date with the legal and administrative requirements concerning Apprenticeships and the Apprenticeship levy, OFSTED requirements and with regional and national skills agendas.
- To participate in relevant professional activities and CPD.

- To engage fully with the annual Performance and Development Review (PDR) process.
- To undertake such other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Scholarship and Enterprise

- To lead, design and deliver ad hoc lectures and professional skills workshops, as required.
- To contribute to the design, delivery and assessment of module content linked to apprenticeship programmes, as required.
- To engage in scholarly activities, appropriate to ensure the integration of practice with current research evidence.
- To support the development of the School's standing in professional and practice communities
- To represent the University externally on a regular basis and build positive relationships
- To maintain, extend and utilise external networks to develop teaching and enterprise within the school.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

ORGANISATIONAL RESPONSIBILITY:

The role holder reports directly to the head of their Discipline Group for teaching and scholarship related activities and the Apprenticeships Workplace Learning Director for their apprenticeship leadership role.

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	A sound understanding of the structure of universities and issues facing the UK higher education sector and executive education.	2, 3
	Experience of work in or networking with business and organisational communities.	1, 3
	Experience in work-based learning	1, 3
	Experience of the Apprenticeship agenda and key apprenticeship activities	1, 3
	Extended experience of successfully supervising the projects of students or company staff at equivalent levels.	1,3
	Candidates from outside of academia must be able to demonstrate the ability to transition to working in an academic environment	1, 2, 3
	Experience of teaching and assessment in HE	1, 3
	Evidence of academic activity in a subject/discipline consistent with the needs of Loughborough Business School.	1, 3
Skills and abilities	Excellent communication and interpersonal skills which give you the ability to engage with students, colleagues, businesses, and other agencies on a wide variety of matters.	1, 2, 3
	Ability to mentor senior working professionals	2, 3
	Ability to work independently and as part of a team	2, 3
	Flexibility and ability to manage a demanding workload	1, 3
	Excellent IT skills.	1
	Ability to deliver skills-based and/or academic materials to students	2, 3
Training	Commitment to and evidence of continuing professional development.	1, 3
Qualifications	Relevant Masters Degree, or equivalent professional qualification	1
Other	Commitment to observing the University's Equal Opportunities policy at all times.	1, 3
	Formal recognition of professional standing in teaching (e.g., Fellow of the HEA) or commitment to obtaining this within reasonable timeframe.	1
	Willingness to travel and on occasions work unsocial hours	1, 3

Desirable Criteria

Area	Criteria	Stage
	Experience of quality assurance and validation of HE modules/programmes	2, 3
	Experience of teaching of postgraduate taught (MSc) and post-experience students – MBA/Executive Education	1, 3
	Significant professional experience or experience working with organisations	1, 3
	Experience of working with and presenting to senior business leaders	1, 3
	Good working knowledge of ESFA funding	1, 3
Skills and abilities	Ability to design and deliver e-learning solutions	1, 3
Qualifications	Appropriate professional status	1
	Qualification in coaching	1

Conditions of Service

The position is full time and open-ended. Salary will be on Specialist and Supporting Academic job family grade 6 (£34,866 - £45,163 per annum), a starting salary to be confirmed on offer of appointment.

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme - further details are available [here](#).

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>