**JOB DESCRIPTION**

**Post:** Vocational Learning Coach

**Reporting to:** Assistant Principal

**Location:** ArkCharter Academy, Portsmouth

**Contract:** Full-Time

**The Role**

As a Vocational Learning Coach, you will play a crucial role in delivering and assessing vocational qualifications, including:

* AQA Awards
* Prince’s Trust Awards
* ASDAN qualifications
* NKSB and Functional Skills qualifications

You will plan and deliver engaging vocational lessons, providing tailored support to students with additional needs or those at risk of disengagement. By fostering resilience, teamwork, leadership, and communication skills, you will help students build confidence and prepare for future education, employment, or training.

**KEY RESPONSIBILITIES**

* Plan, deliver, assess vocational qualifications, tailoring lessons to student needs.
* Provide intervention teaching to support students with additional needs or risk of disengagement.
* Assist students with work placements, ensuring they gain valuable real-world experience.
* Promote teamwork, leadership, and communication skills through experiential learning.
* Track and report on student progress to relevant stakeholders.
* Support educational trips, reinforcing vocational learning opportunities.

**Other Responsibilities**

* Support Ark’s commitment to safeguarding and promoting the welfare of children and young people.
* Adhere to Ark’s data protection policies and procedures.
* Liaise confidently and professionally with colleagues and external stakeholders.
* Engage with Ark’s wider network, attending relevant meetings and training sessions.
* Contribute to the whole-school initiatives, training and enrichment activities as required.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the academies and their implications.

**Person Specification**

**Essential Criteria**

* Experience delivering and assessing vocational qualifications
* Strong understanding of ASDAN, AQA, BKSB, and Functional Skills frameworks
* Ability to support students with additional needs or those who require alternative learning pathways
* A commitment to intervention teaching, ensuring every student reaches their potential
* Strong communication and relationship-building skills with students, staff, and external partners

**Desirable Criteria**

* Experience supporting students in work placements or employment pathways
* Knowledge of trauma-informed and restorative approaches to student engagement
* A passion for alternative education and vocational training

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Right to work in the UK
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined* [here](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/:b:/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*