

**Job Description:**

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| **Post:** | **Assessor/Apprenticeships Assessor (including IQA)** |
| **Salary Grade:** | £24070pa (£18.07per hour) |
| **Responsible to:** | Learning Manager/Apprenticeships and Training Manager |

**Key Purpose:**

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| **1** | The support and assessment of individual learners to ensure timely achievement |
| **2** | Develop and maintain new and existing employer relationships to promote the services of the college |
| **3** | Promote the services of the College |

**Key Responsibilities and Accountabilities:**

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| **A** | Recruitment of learners onto appropriate work based programmes (including Apprenticeships, Traineeships & short courses) |
| **B** | The initial assessment of these learners to plan and support the delivery and assessment of learner programmes |
| **C** | Agree and review learning programmes with these learners and employers (including Training Agreements) |
| **D** | To carry out all aspects of the assessors role to current Assessing standards |
| **E** | To carry an appropriate assessing workload as agreed with your line manager based on financial targets |
| **F** | Ensure the timely achievement of all learners |
| **G** | Organise and manage additional support – including Functional Skills Support if required |
| **H** | Plan and book external assessments to ensure achievement |
| **I** | Ensure the completion of regular progress reviews with Learners and Employers (6-8 weekly) |
| **J** | Complete Health and Safety Employer Audits to ensure that funding compliance requirements are met |
| **K** | Develop and deliver training/coaching sessions (small groups and one to one) as appropriate to their experience and learner needs (including personalisation of resources) |
| **L** | Review and update Learners Individual Learning Plans (ILPS) |
| **M** | Maintain all learner and employer databases and CRMS |
| **N** | Ensure that all learner information (including registrations) are appropriately processed and information confirmed as accurate. |
| **O** | Liaison with Programme Managers, Careers Staff, internal and external learner contacts for support (including referral agencies) to meet individual learner needs during their time on programme |
| **P** | Be the Relationship Manager for designated employers on behalf of the College |
| **Q** | Countersign for non-certificated assessors and supporting them (as appropriate under guidance) as required by individual QCF qualifications |
| **R** | Attendance at promotional events to promote the engagement of learners and employers in the services of the College |
| **S** | Delivery, marking, assessment and IQA work to support the achievement of the  College’s Adult Skills Budget (ASB) and full cost work |
| **T** | Support the Internal Quality Assurance processes of the College in line with your job role and qualifications |

**Cross-College Responsibilities and Accountabilities:**

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| **1** | Participate in Performance Management and professional development activities as required |
| **2** | Value and promote diversity and equal opportunities |
| **3** | Work within health and safety guidelines and be aware of your responsibility for health and safety |
| **4** | Adhere to College Policies and Procedures |
| **5** | Be responsible for safeguarding and promoting the welfare of young people and vulnerable adults |

This job description is current as at the date shown below. In consultation with you, it is liable to variation by management to reflect or anticipate changes in or to the job. You are liable to undertake such other duties as may reasonably be required of you, commensurate with your grade, at your initial or present place of work or at any other of the College’s operational sites.

**Person Specification**

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|  | **QUALIFICATIONS & TRAINING** | **Essential** | **Desirable** | **How assessed** |
| i | Assessor qualification (A1 or equivalent) | X |  | A |
| ii | Preparing to Teach in the Lifelong Learning Sector (PTLLS) | X |  | A |
| iii | Teaching qualification |  | X | A |
| iv | IQA qualification |  | X | A |
|  | **KNOWLEDGE, EXPERIENCE & UNDERSTANDING (CURRENT)** |  |  |  |
| vi | Proven assessor experience | X |  | A / W |
| vii | Understanding of the Sector Skills Council (SSC) Frameworks for Business Admin, Customer Service, Team Leader and Management | X |  | I / W |
| viii | Recent industry knowledge | X |  | I / W |
|  | **SKILLS & ATTRIBUTES** |  |  |  |
| xii | Ability to engage with employers and learners | X |  | I / A |
| xiii | Effective verbal and written communication skills | X |  | A / I / W |
| xiv | Literacy, Numeracy and ICT skills at level 2 or above and capable of supporting Functional Skills delivery | X |  | A/I/W |
| xv | Ability to travel independently and in a cost and time effective manner to meet employer and learner needs | X |  | A / I |

Key to assessment methods:

A = Application

I = Interview

P = Presentation

W = Written assessment