**Job Description**

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

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| **Post Title:** | **Assessor** |
| **Post Reference:** | **0004-24** |
| **Reports to** | **Work Based Learning Manager** |
| **Department** | **Apprenticeships** |
| **Grade** | **020-024** |
| **Contract** | **Permanent** |
| **Location** | **Sunderland City Campus** |

### OVERALL PURPOSE

To inspire, motivate and coach apprentices, monitoring and assessing their progress on every element towards successful timely completion and achievement of the apprenticeship.

### ROLE PURPOSE

* To work closely with curriculum teams and liaise with lecturing staff, Apprentices and employers to support and monitor progress.
* To coach apprentices on a one-to-one basis and support the development of the skills, knowledge and behaviours as defined within the relevant apprenticeship.
* To monitor and assess the progress of Apprentices and undertake work based reviews.
* To ensure compliance with the end-to-end Apprenticeship journey and the requirements of the appropriate standard, funding body, awarding organisations and the college.
* Manage the end point assessment process for apprentices
* To support the Business Development function by playing a key role in engaging with new and existing large employers to support growth and enhance employer satisfaction.
* To undertake any other duties as may be deemed to be commensurate with the grade of the post.

### KEY ACCOUNTABILITIES

* **To coach apprentices on a one-to-one basis and support the development of the skills, knowledge and behaviours as defined within the relevant apprenticeship.**
	+ To support students in achieving their learning goals through:
		- Demonstrating practical applications of vocational programmes.
		- Conducting work-based observations and assessments.
		- Adapting/developing appropriate learning materials.
		- Tutoring, including on-line support.
		- Recording and providing feedback to students on progress in their programme of learning in a timely manner.
		- Assisting learners to complete work books and build up a portfolio of evidence for assessment.
		- Preparing and delivering workshops for students.
* **To monitor and assess the progress of apprentices.**
	+ To work with colleagues to maintain records which track student achievement and performance on all aspects of the apprenticeship.
	+ To devise, implement and review Delivery Plans / Individual Learning Plans.
	+ To work closely with employers to review the training in the workplace against the delivery plan by undertaking regular progress reviews with both the employer and apprentice.
	+ To ensure that apprentices reach their planned gateway date fulfilling all elements and liaise with the End Point Assessment Organisation to facilitate all parts of the apprentice’s end point assessment.
	+ To provide information, advice and guidance relating to progression opportunities.
* **To ensure compliance with the end-to-end Apprenticeship journey and the requirements of the appropriate standard/framework, funding body, awarding organisations and the college.**
	+ To comply with all elements of the apprenticeship journey.
	+ To use the College elected electronic portfolio and apprenticeship tracking system to record student attendance, plan and record feedback,
	+ To develop eportfolios / student files and all other administrative duties associated with effective subject and course delivery.
* **To support the Business Development function by playing a key role in engaging with new and existing large employers to support growth and enhance employer satisfaction.**
	+ To assist in the recruitment, selection, enrolment and education of potential apprentices.
	+ To assist with the promotion and marketing of the College.
	+ To support the BD team in developing new and enhancing existing relationships with employers providing specialist technical input and advice.
* **To undertake any other duties as may be deemed to be commensurate with the grade of the post.**
	+ Work at any of the College sites on a temporary or indefinite basis and ensure compliance with college policies and procedures.
	+ Have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
	+ Uphold British Values, the college group’s values and responsibilities with regard to equality and diversity.
	+ Understand and adhere to college group Health and Safety policies and guidelines ensuring compliance with statutory legislation.
	+ Maintain appropriate professional behaviours and attitudes.
	+ To invigilate during examinations if and when requested.

|  | **ASSESSMENT METHOD** |
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| **PERSON SPECIFICATION – Job Title Post Reference:**  | **Essential** | **Desirable** |  | **Certificate** | **Application Documents** | **Reference** | **Selection Process** |
| **Qualifications** |  |  |  |  |  |  |  |
| A1 or TAQA 301-3 Assessor Award  |  |  |  |  |  |  |  |
| V1 or TAQA 401-3 or willing to work towards |  |  |  |  |  |  |  |
| Appropriate degree or equivalent/relevant vocational qualification at level 3 or above. |  |  |  |  |  |  |  |
| An introductory certificate in Teaching or willing to work towards |  |  |  |  |  |  |  |
| Numeracy and Literacy qualifications (minimum Level 2) |  |  |  |  |  |  |  |
| Up to date Continuous Professional Development |  |  |  |  |  |  |  |
| **Experience** |  |  |  |  |  |  |  |
| Experience of successfully delivering apprenticeships in the occupational sector |  |  |  |  |  |  |  |
| Successful, relevant and current experience in the occupational sector. |  |  |  |  |  |  |  |
| Experience of delivery to timely achievement of frameworks / standards across levels 2-5 and all ages. |  |  |  |  |  |  |  |
| Experience of working with EPAOs in the relevant occupational sector |  |  |  |  |  |  |  |
| Experience of successful employer engagement within a college/training provider setting. |  |  |  |  |  |  |  |
| **Skills and Understanding** |  |  |  |  |  |  |  |
| Excellent communication skills both verbal and written. |  |  |  |  |  |  |  |
| Able to plan and manage own workload. |  |  |  |  |  |  |  |
| IT literate (preferably Office 365). |  |  |  |  |  |  |  |
| Experience of e-portfolio management, in particular Smart Assessor. |  |  |  |  |  |  |  |
| Ability to multi task and meet deadlines. |  |  |  |  |  |  |  |
| Able to work as part of a team. |  |  |  |  |  |  |  |
| Excellent interpersonal skills. |  |  |  |  |  |  |  |
| Ability to network and work with internal /external personnel at all levels. |  |  |  |  |  |  |  |
| Ability to lead students to the successful completion of their course. |  |  |  |  |  |  |  |
| Ability to use initiative and problem solve. |  |  |  |  |  |  |  |
| **Personal Attributes** |  |  |  |  |  |  |  |
| Suitable to work with children and young people |  |  |  | Criminal records check via DBS |  |  |  |
| Proven ability to interact effectively with all members of the college community. |  |  |  |  |  |  |  |
| Ability to act professionally at all times and uphold the college’s values. |  |  |  |  |  |  |  |
| Ability to operate flexible working hours to suit the occupational sector |  |  |  |  |  |  |  |
| Commitment to providing a high standard of customer service, both internally and externally. |  |  |  |  |  |  |  |
| Must be independently mobile throughout the Northeast |  |  |  |  |  |  |  |
| To take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults. |  |  |  |  |  |  |  |
| To uphold British Values, the college values and responsibilities with regard to equality and diversity. |  |  |  |  |  |  |  |
| To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.  |  |  |  |  |  |  |  |