

Job Description

Group Member:		Leeds City College	
Job Title:		Apprenticeship Assessor Coach – Health and Adult Care	
Reports to:		Programme Manager	
Job Grade	T2	Department	Apprenticeship Hub

CORE RESPONSIBILITIES:

- To plan, co-ordinate, assess and review the learning activities associated with learners in the workplace.
 - Deliver training and conduct training and assessment covering skills and competencies as appropriate on and off site as required to facilitate timely or relevant success of students and provide a wide range of training solutions based on employer needs.
 - The post holder will be allocated a caseload of students with a responsibility to ensure that contractual commitments are met.
1. Support the Programme Manager in all aspects of the department, particularly around quality, teaching, learning and assessment and linked to apprenticeships securing outstanding outcomes.
 2. Build positive relationships with key stakeholders, employers, and learners by providing support to ensure successful outcomes, while maintaining a professional image that reflects positively on the department.
 3. Motivate and inspire apprentices to promote achievement and develop their skills to enable progression and secure outstanding outcomes
 4. Ensure that apprentices' retention, achievement, success and progression rates within the department exceed national average year-on-year
 5. Enable apprentices to share responsibility for their own learning and assessment, setting goals that stretch and challenge.
 6. Ensure that each apprenticeship is effectively planned, using a whole course, approach, so that teaching, learning and assessment methods are effective and reviewed regularly.
 7. Ensure that learning materials, lesson plans, schemes of work and assignments are designed for a high-quality learning experience that maximises outcomes for apprentices
 8. Promote the benefits of technology and support apprentices in its use
 9. Ensure regular review of apprentice progress. Ensuring appropriate support is provided as required

10. Plan, develop and deliver apprenticeships which meets the needs of the industry/sector
11. Oversee the management and tracking of OneFile for apprentices ensuring all systems and processes are in place for each apprentice
12. Ensure off the job is evidenced on OneFile for all apprentices
13. Model outstanding teaching, learning and assessment through the delivery of all apprenticeships
14. Ensure that all preparation, marking, assessment and moderation is completed promptly and efficiently within agreed timescales
15. Ensure all apprentices receive their entitlement of additional learning support and this is documented in a timely manner
16. Effectively manage the delivery of creative and active learning for each individual apprentice, including appropriate support where necessary
17. Maintain and update subject area knowledge, including appropriate industrial updating
18. Assist with the recruitment of apprentices to departmental targets
19. Ability to participate in evening/weekend work as required.
20. Ensure the effective participation of the recruitment and admissions process, including open evenings/weekend, external visits, marketing activities, interviewing and enrolment
21. Liaise with the examinations department and moderators/verifiers to ensure compliance with awarding body requirements, including undertaking internal verification if required
22. Prepare, review and update regularly, schemes of learning and materials, and to have these available for short lesson visits as required
23. Receive and act on IQA feedback
24. Promote excellence and continuously improve practice
25. Co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes
26. Compliance with all College and Awarding Body policies and procedures
27. Comply with all legislative and regulatory requirements for further education and apprenticeships
28. To promote a positive image of the College
29. Any other duties commensurate with the level of the post, which may be required from time to time
30. To support invigilation across the departments
31. Provide Careers Information, Advice and Guidance (IAG) for students

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.

- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

Person Specification

Job Title:	Assessor Coach - Health and Adult Care
Department	Apprenticeship Hub

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Level 2 English and Maths (or equivalent).	A / C
E	Q2. Hold a minimum Level 3 qualification or specialist qualification in the curriculum area/specialist subject.	A / C
D	Q3. Assessor A1 Award.	A / C
D	Q4. Verifier V1 Award – or a willingness to work towards within a reasonable timeframe.	A / C
D	Q5. Teaching qualification or willingness to work towards within a reasonable timeframe.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Knowledge and experience within the Health and Adult care industry.	A / I
D	EK2. Knowledge and experience of on-site assessing.	A / I
E	EK3. Experience of creating and maintaining professional relationships with employers.	A / I
D	EK4. Experience of working with employers to support retention and achievement of learners	A / I
D	EK5. Experience of working in an educational environment.	A / I
E	EK6. Experience of working in a multi-disciplined organisation/team.	A / I
D	EK7. Experience in using and applying relevant Apprenticeship Standards, including involvement in End Point Assessment processes	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Understanding and experience of current working practices in the Health and Adult Care industry	A / I / MT
D	SC2. Ability to prepare and deliver quality teaching, learning and assessment within a classroom environment using a variety of methods	A / I / MT
E	SC3. Able to work without close supervision and resolve own work problems using own initiative.	A / I
E	SC4. Demonstrate interpersonal skills sufficient to network and develop effective links with external partners.	A / I

E	SC5. Able to demonstrate an ability to work with a diverse range of students and manage their assessment.	A / I / MT
D	SC6. Ability to enthuse students to aid retention and achievement.	A / I / MT
D	SC7. Experience of giving constructive feedback for students.	A / I / MT
D	SC8. Experience of keeping and using effective records of learner progress against standards.	A / I
D	SC9. Able to work within a target driven environment e.g. focusing on learner end dates and achievement rates.	A / I

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I