

<b>Organisation:</b>	Luminate Education Group
<b>Primary Organisation Supported</b> <i>(only use this field for LEG service member of staff)</i>	Leeds City College
<b>Core Job Role:</b>	Apprenticeship Assessor Coach
<b>Job Title:</b>	Assessor Coach: Level 4 Project Management
<b>Reports to:</b>	Deputy Head of Apprenticeships
<b>Grade</b>	T2
<b>Date of compilation:</b>	September 2023

### SPECIFIC ROLE RESPONSIBILITIES:

1. Provide training and or/assessment in appropriate disciplines (including Functional Skills) to a range of students on their selected programme or training.
2. Be responsible for a caseload of candidates ensuring timely completion within agreed timescales appropriate for level and individual needs.
3. Be responsible for managing the overall delivery of the Apprenticeship framework or standard.
4. Support the Apprenticeship Leads and Recruitment team with: the recruitment, enrolment, sign up of students, completion of all contract documentation; provision of Information, Advice and Guidance (IAG) for students and where applicable, employers and health and safety checks.
5. At commencement of the programme work with the employer and learner to agree and record in each student's Individual Learning Plan, clear milestones and targets to enable all components of the training programme to be monitored and reviewed on an ongoing basis.

### CORE RESPONSIBILITIES:

6. Monitor the student's progress over the duration of the programme ensuring formal reviews between the learner and employer, in line with the individual learning plan, are undertaken as a minimum every 12 weeks.
7. Track and record the vocational progress of students on a regular basis/as required using College systems (e.g. One File); report and take action in respect of any concerns (including the 20% of the job training).

8. Contribute to and participate in the assessment and quality assurance procedures for all programmes/ training provision, including Internal Verification to the prescribed standards. Contribute to the review and evaluation process in order to ensure year on year improvements.
9. Provide feedback on students' work and assignments, including marking assignments where relevant, liaising with venues, employers or placement supervisors and providing guidance and support to students.
10. Assess and monitor portfolio of students work and ensure completion within agreed deadlines and target date (including electronic or paper based portfolios).
11. Complete assessment paperwork to the required audit standards.
12. Compile the required programme documentation for students.
13. Comply with quality assurance procedures and standards set by the college and awarding and funding organisations.
14. To agree and meet performance targets relating to business development and learner retention and achievement.

#### **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 our Organisational Culture:

#### **Few rules & clear boundaries**

*The ability to be creative, within areas of focus.*

#### **Ownership & performance**

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

#### **Energy & enjoyment**

*Fostering an environment that enables our people and learners to be brave, interact and have fun.*

#### **Creative & reflective**

*Always hungry to learn and looking ahead to see what is on the horizon.*

**Passion & ambition**

*Encouraging all to think aspirationally,  
inspiring others to do the same.*

**Collaborative & responsive**

*Proactively seeking opportunities to create  
synergies and positive outcomes for all.*

<b>Job Title:</b>	Assessor Coach: Level 4 Project Management
<b>Department</b>	Events, Enterprise & Employability

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

<b>Qualifications and Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1 Level 2 English and Maths (or equivalent) or commitment to gaining within 24 months of commencement of employment	A I
E	Q2 Hold a minimum of a Level 4 PMQ or specialist qualification in this chosen subject	A I
D	Q3 Assessor A1 Award	A I
D	Q4 Verifier V1 Award – or a willingness to work towards	A I
D	Q5 Willingness to work towards a Teaching qualification within a reasonable time	A I
<b>Experience and Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1 Knowledge and experience in the Project Management Sector	A I

E	EK2 Knowledge and experience with supporting project management	A I
E	EK3 Knowledge and experience of on-site assessing	A I
E	EK4 Experience of creating and maintaining professional relationships with employers.	A I
E	EK5 Experience of working with employers to organise work placement or training	A I
D	EK6 Experience of working in an educational environment	A I
D	EK7 Experience of working in a multi-disciplined organisation/team	A I
D	EK8 Experience of using and applying appropriate Apprenticeship Framework/Standards	A I

<b>Skills and Competencies</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	SC1 Understanding and experience of current working practices in the Curriculum area	A I P
D	SC2 Able to prepare and deliver training sessions in the curriculum area.	A I P
E	SC3 Able to work without close supervision and resolve their own work problems using their own initiative.	A I
E	SC4 Demonstrate interpersonal skills sufficient to network and develop effective links with external partners.	A I P
E	SC5 Able to demonstrate an ability to work with a diverse range of students and manage their assessment.	A I P
E	SC6 Ability to enthuse students to aid retention and achievement	A I P
D	SC7 Experience of giving constructive feedback for students	A I P
D	SC8 Experience of keeping and using effective records of student progress against standards	A I P

D	SC9 Able to work within a target driven environment e.g. focusing on learner end dates and achievement rates.	A I P
<b>Behavioural, Values and Ethos</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	B1 Support and promotion of equality, diversity and inclusion	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