

Job Description

Group Member:		Leeds City College	
Job Title:		Lead Apprenticeship Assessor Coach – Abattoir	
Reports to:		Deputy Head of Department – Apprenticeships and Commercial.	
Job Grade	T3	Department	Travel, Food and Drink.

ROLE SUMMARY:

The Lead Apprenticeship Assessor Coach – Abattoir is responsible for leading the delivery, assessment and quality assurance of abattoir and supporting associated butchery apprenticeship programmes. The role manages apprentices throughout their learning journey, providing expert coaching, workplace assessment, progress reviews and individual support to achieve timely, high-quality outcomes.

The postholder works closely with employers, workplace mentors, awarding bodies and apprenticeship assessment organisations to ensure programmes meet industry standards, Skills England reforms, DfE funding rules and end-point assessment requirements. They support learner recruitment, initial assessment, individual learning plans, off-the-job training and progression while maintaining accurate compliance and performance records.

As a departmental specialist, the role contributes to curriculum development, assessment resources, staff and employer CPD, internal quality assurance and standardisation. It also strengthens industry partnerships, supports programme growth and promotes apprentice participation in relevant competitions and events at local, national and international levels.

SPECIFIC ROLE RESPONSIBILITIES:

1. Deliver high-quality teaching, learning, and assessment within the Butchery department, ensuring excellent apprentice engagement, attendance and achievement through embedding and tracking of key milestones.
2. Strengthen internal and external stakeholder relationships to support growth, progression and commercial opportunities.
3. Provide current professional and academic expertise to enhance learner progression and promote involvement in relevant competitions and events at local, national, and international levels.
4. Support the development of new curriculum content, delivery methods, and CPD in line with Skills England apprenticeship reforms and Department for Education (DfE) funding rule updates, ensuring quality, compliance, and continuous improvement.
5. Share specialist expertise to deliver high-quality CPD, industry updates, and academic development for both internal teams and external stakeholders.

6. Maintain and develop strong links with Apprenticeship Assessment Organisations and awarding bodies to ensure departmental excellence, rigorous apprenticeship assessment, and successful learner outcomes.
7. Contribute to Internal Quality Assurance (IQA) duties, ensuring robust quality standards, compliance, standardisation, and continuous improvement across apprenticeship delivery and assessment practices in the Butchery department.

CORE RESPONSIBILITIES:

1. To plan, deliver, co-ordinate, assess and review the learning activities associated with apprentices in the workplace.
2. To raise the profile of the Department in the local and regional community and develop relationships with employers.
3. Contribute to and support the sustained growth of all work-based learning programmes. This will include traineeships, apprenticeships, and any other work based learning and full cost provision.
4. To manage a caseload of learners, organise workplace assessment visits and meetings with employers.
5. To work alongside the employer and support with interview/recruitment process of learners onto programme as needed.
6. To organise and conduct initial assessments and IAG.
7. To produce and monitor individual learning plans for learners and contribute to their updating (including Functional Skills and 20% of the job training)
8. To conduct work-based assessments and internal verification in line with Awarding Body requirements and EPA.
9. To develop appropriate work-based assessment materials for both learners and workplace mentors.
10. To provide appropriate individual guidance and support to learners and refer to specialist agencies where appropriate
11. Ensure apprenticeships are achieved timely.
12. Support the Deputy Head of Department with Self-Assessment, Performance Review and Business Planning.
13. Maintain accurate recruitment data, reports and records as required by management.
14. Carry out apprentice surveys and report at periods throughout the year with analysis and action taken.
15. Contribute to and participate in the assessment and quality assurance procedures for all Abattoir and Butchery apprenticeships and associated qualifications, including Internal Verification. Contribute to the review and evaluation process to ensure year on year improvements.

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 relational 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:	Lead Apprenticeship Assessor Coach
Department	Travel, Food and Drink

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 criterion 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. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE)	A / C
E	Q2. Relevant highest level vocational / technical qualification or degree in teaching subject.	A / C
E	Q3. Level 4 Internal Quality Assurance qualification	A / C
E	Q4. Level 3 assessor qualification	A / C
E	Q5. English and Maths at Level 2 or above	A / C / I
E	Q6. Relevant up to date subject knowledge	A / C / I
D	Q7. Experience in participating in quality assurance and improvement systems	A / C / I
D	Q8. Recent delivery in FE or ITP sector delivering L2 and L3 standards/quals	A / C / I

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Relevant recent experience in the subject sector area and clear expertise	A / I
E	EK2. Proven commitment to continuous professional development	A / I
E	EK3. Experience of positively managing student and group progression, advice and guidance in a training environment	A / I
E	EK4. Experience developing creative learning materials for groups of learners that support hybrid learning	A / I
E	EK5. Experience of undertaking internal verification and moderation activities	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Current expertise in the specialist subject Sector in FE	A / I
E	SC2. Able to demonstrate ability to remain current in the specialist subject area (e.g. through professional development, professional organisations, attendance at conferences, membership of communities of practice, exam board experience etc.)	A / I
E	SC3. Ability to work as a pro-active and supportive member of a team, with skills to lead in a particular area of the curriculum	A / I
E	SC4. Commitment to develop and deliver strategies to improve retention, achievement, success and attendance rates for groups of learners	A / I
E	SC5. Ability to plan and deliver quality teaching across identified cohorts	A / I

E	SC6. Ability to inspire and motivate learners to achieve their best	A / I
E	SC7. Exceptional verbal, written communication and interpersonal skills	A / I
E	SC8. Ability to provide productive insight into the review process and development of identified courses	A / I
E	SC9. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms	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 relational practice approaches	I