

Job Description

Job Title:	Adult Care - Apprenticeship Assessor Coach
Location:	Eastgate Leeds
Salary:	SO1
Reports to:	Deputy Head of Apprenticeship Operations
Staff responsibilities:	None
Working hours:	37
Probation period:	10 Months
Special conditions of the post:	This role involves travel to external sites and lone working.
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	June 2023

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. Be a role model across the department for outstanding teaching, learning and maintain a professional image.

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
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. Ensure the effective participation of the recruitment and admissions process, including open evenings, external visits, marketing activities, interviewing and enrolment
20. Liaise with the examinations department and moderators/verifiers to ensure compliance with awarding body requirements, including undertaking internal verification if required

21. Prepare, review and update regularly, schemes of learning and materials, and to have these available for short lesson visits as required
22. Receive and act on learner feedback
23. Promote excellence and continuously improve practice
24. Build positive and collaborative relationships with colleagues, learners, employers and partners
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
32. To support invigilation across the departments

GROUP RESPONSIBILITIES:

1. 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 and to participate in review and development schemes.
2. Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the Group and commitment to the child protection policy.
3. Comply with all policies and procedures.
4. Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice.
5. Act with honesty and integrity to maintain high standards of ethics and professional standards.
6. Manage and promote restorative practice approaches and the strengthening of relationships.
7. Comply with all legislative and regulatory requirements.
8. Promote a positive image of the Group.
9. Embody the Group values.
10. Any other duties commensurate with the level of the post, which may be required from time to time.

DEPARTMENTAL RESPONSIBILITIES:

1. Work with the central apprenticeship team to ensure the high quality of apprenticeship delivery in line with statutory obligations
2. Work with the central apprenticeship team to maximise on recruitment of apprentices specifically working with the Business Engagement Advisor
3. Develop and grow the apprenticeship provision factoring in LMI to inform appropriate apprenticeships and other provision are being delivered
4. To complete the Assessor qualification within the probation period

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Compiled By:	Leeds City College
Compilation Date:	June 2023

Person Specification

Job Title:	Assessor Coach
Department	Apprenticeship Operations

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 is 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 I
E	Q2 Hold a minimum of NVQ 3 or specialist qualification in the curriculum area/specialist subject.	A C I
D	Q3 Assessor A1 Award.	A C I
D	Q4 Verifier V1 Award – or a willingness to work towards within a reasonable timeframe.	A C I
D	Q5 Teaching qualification or willingness to work towards within a reasonable timeframe.	A C I

Experience and Knowledge

Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1 Knowledge and experience within the curriculum areas industry.	A I P
D	EK2 Knowledge and experience of on-site assessing.	A I P
E	EK3 Experience of creating and maintaining professional relationships with employers.	A I
D	EK4 Experience of working with employers to organise work placement or training.	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 of using and applying appropriate Apprentice Standards.	A I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
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 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 P
D	SC5 Able to demonstrate an ability to work with a diverse range of students and manage their assessment.	A I P
D	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

Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
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