

Job Description

Job Title:	Assessor Coach - Community Health and Wellbeing
Location:	School of Events, Enterprise & Employability - Mabgate
Salary:	SO1
Reports to:	Deputy Head, Level 3 and Apprenticeships
Staff responsibilities:	None
Working hours:	Variable Hours
Probation period:	10 Months
Special conditions of the post:	
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	July 2020

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 the College meets its contractual commitments

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
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.

DEPARTMENTAL RESPONSIBILITIES:

Carry out the planning, delivery and assessment of the Level 3 Community Health and Wellbeing Apprenticeship for both internal and external apprentices

Work closely with a range of employers to ensure that our apprentices receive the highest level of training within the sector.

Assist raising the profile of the Events, Enterprise and Employability Department in the local, regional and national landscape developing links with employers.

COLLEGE RESPONSIBILITIES:

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.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

Job Description	
Compiled By:	Leeds City College
Compilation Date:	July 2020

Person Specification

Job Title:	Assessor Coach
Department	

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) or commitment to gaining within 24 months of commencement of employment	A I
E	Q2 Hold a minimum of NVQ 3 or specialist qualification in the curriculum area/specialist subject - Community Health and Wellbeing subject area	A I
E	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
Experience and Knowledge		

Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1 Knowledge and experience in the Healthcare sector	A I
E	EK2 Knowledge and experience with supporting health and wellbeing within communities	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
E	EK6 Experience of working in an educational environment	A I
E	EK7 Experience of working in a multi-disciplined organisation/team	A I
D	EK8 Experience of using and applying appropriate Apprentice Framework/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
E	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
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