



Job Description

Post Title: Apprenticeship Assessor

Pay Scale: Grade 6, P14-P19 is £29,540 to £32,061 pro-rata (£16,532 to £17,943 actual)

Responsible to: Head of Apprenticeships

Main Purpose of the Post:

The purpose of the post is to mentor and support on training and assessment for our level 3 – 5 apprentices. You will manage a caseload of apprenticeship learners to successfully achieve and exceed targets. You will support the Head of Apprenticeships in designing and delivering teaching, learning and assessment sessions which motivate, engage, develop, improve, stretch and challenge the knowledge, skills and behaviours required for the job role and the standard.

You will provide support and mentoring which gives learners the confidence to progress and excel in their careers, and employers the confidence that we understand the needs of their school.

Principal Accountabilities:

- Complete skills reviews with learners and identify knowledge gaps.
- Develop and take responsibility for the delivery of individual training plans tailored to candidate needs.
- Maintain records relevant to individual candidates.
- Undertake observations in the workplace.
- Develop individual action plans tailored to the candidate's needs.
- Support the delivery of training in the workplace to cover knowledge, skills and behaviours.
- English and maths –monitoring, supporting and recording.
- Monitor candidate progress and provide support in completion of portfolios, end point assessments and other evidence, setting targets to ensure timely completion.
- Liaise with supervisor to facilitate progress review meetings.
- Attend CPD and standardisation events as appropriate.
- Support the apprentice and employer as part of the end point assessment process.
- Complete all relevant documentation in order to progress the signing up and recording of new candidates on the programme.
- Complete all documentation in relation to visits to employers, candidate reviews and assessment visits.

- Ensure timely achievement of all learners on programme and complete the required documentation to achieve Gateway and End Point Assessment.
- Support and promote Equality and Diversity to ensure quality of opportunity for all learners, visitors and staff and the elimination of discriminatory practice.
- Support and promote the safeguarding of learners, visitors and staff.
- To act as an ambassador for The Constellation Trust/Yorkshire and Humber Teacher Training in all matters.
- Undertake other administrative tasks to support the Trust upon request.

General

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The above duties may involve having access to information of a confidential nature which may be covered by the Data Protection Policy (GDPR 2016). Consequently, confidentiality must be maintained at all times.
- The post holder must promote the Trust's Equal Opportunity Employment Policy.
- The post holder must be flexible to ensure the operational needs of the school/academy are met. This includes undertaking duties of a similar nature and responsibility throughout the various places of work in the school/academy, as and when required.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Safeguarding Children

All schools/academies within The Constellation Trust are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Knowledge, Skill and Experience:

- **Qualifications – Requirement**

- Excellent standard of Numeracy & Literacy, either Functional Skills Level 2 English and Maths or GCSE grade C (level 4) or above
- Hold an Assessors qualification
- Occupational qualifications and /or experience to a minimum of level 3

- **Qualifications – Desirable**

- Level 3 Award in Education

- **Knowledge – Requirement**

- Knowledge of all aspects of Microsoft office e.g. Power Point, Word, Excel, Emailing and the internet
- Have up to date sector knowledge

- **Experience – Requirement**

- Experience within a teaching, learning and/or assessment role **or** experience delivering Apprenticeship Standards
- Experience of dealing with people at all levels
- Have experience of working with employers in a training role
- Ability to develop strong professional relationships with employers and learners
- Can motivate learners and ensure they complete on time

- **Experience – Desirable**

- Experience in delivering Level 3 Teaching Assistant or Level 3 Early Years Educator standard

- **Specific Skills – Requirements**

- Ability to communicate effectively with excellent interpersonal skills
- Ability to work to competing deadlines
- Have high levels of self-motivation and the ability to use own initiative
- Ability to follow a curriculum of learning and assessment both face to face and remotely with learners
- Hold a full driving licence, have own vehicle and be willing to travel to schools within the trust
- Take ownership of own development of knowledge to ensure occupational competence within the sector and ensure CPD is continuously updated

Creativity and Innovation:

- Develop and implement systems to promote positive at off-the-job training sessions.
- Motivate apprentices and supervisors to engage with YHTT.
- The post holder will be required to re-schedule work where/when necessary, in order to fit in with the working day of the Trust and ensure that tasks are completed.

Decision-Making:**Discretion:**

- Manage own workload to ensure effective service delivery.
- Use discretion when to seek advice from line management in relation to identified safeguarding concerns.
- Respond to on the spot incidents requiring immediate attention/decision on and off the premises and/or without direct contact with a Senior Member of YHTT staff.

Consequences:

- Positive impact on the quality of education offered to students.

Contacts and Relations:

- Contact on a daily basis with the SCITT Director, the Head of Apprenticeships and the Apprenticeship Manager for the exchange of information.
- Contact on a daily basis with apprentices and supervisors to offer pastoral support and guidance.
- Contact with Line Manager and Senior Leaders to raise issues and report information.
- Contact with external agencies to represent Academy at meetings and signposting.

Responsibility for Resources:

- Mobile phone.
- Laptop
- Electronic signature tablet

Working Environment:**Work Demands:**

- Work is subject to interruption and internally and externally fixed deadlines to ensure apprenticeship policies and regulations are adhered to.

Physical Demands:

- Work will require normal physical effort.

Working Conditions:

- Work will be undertaken in an office/school environment with no additional risk of exposure to unreasonable working conditions above that normally incurred in a day-to-day office/classroom environment.

Position in YHTT:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature