

JOB DESCRIPTION

POST TITLE: Assessor / Coach

SCALE/SCALE-POINT: Scale 5 (19 – 22)

POST TITLE: REPORTS TO: Sector Manager or Head of Apprenticeships and Training

RESPONSIBLE FOR: Delivering Apprenticeships Frameworks, Standards and Work Based Learning

1. THE POST

The post holder will have a case load of learners linked to his/her areas of specialism. The post holder will work closely with the Sector Manger or Head of Apprenticeships and Training to ensure all programmes are delivered in accordance with the requirements laid out within the ESFA Funding Rules, the college development plan and the Awarding Organisations requirements. You will be responsible for the monitoring of learner retention and achievement as well as ensuring that HCT meet all contractual obligations in relation to quality and equality of opportunity

1. RESPONSIBILITIES AND DUTIES
2. To travel to allocated locations within the contract areas and carry out assessments and coaching with learners in accordance with company and Awarding Organisation Assessment and Verification Policies and Procedures
3. To be actively involved in and support the recruitment, sign-up, induction and initial assessment of learners. When necessary, work closely with recruiters to support learner interviews
4. To complete relevant documentation in line with ESFA and Awarding Organisation requirements and ensure learner files are compliant at all times
5. To carry out quarterly reviews with learners and their supervisors or 8 weekly reviews where learners have identified additional learning needs
6. To provide support for learners to achieve learning aims, including qualifications, End Point Assessment and Functional Skills
7. To act as the Account Manager for the organisations where your learners are employed to support the employer in all apprenticeship related matters including the DAS
8. Actively Market all of our apprenticeship and qualification offer and support recruitment and employer events
9. Contribute to the design and development of formative assessment of learners to ensure that learning meets individual and employer’s need and the requirements of the End Point Assessment including undertaking of mock assessments
10. Identify, monitor and support additional learning needs and document each case
11. Complete risk assessment of own caseload and report findings to the manager in order to ensure timely interventions as appropriate
12. To Internally Quality Assure qualifications as required
13. To work flexibly and efficiently to maintain the highest professional standards

**GENERAL RESPONSIBILITIES**

* To identify personal and professional staff development needs to meet the College’s Strategic and Operational Plan.
* To ensure continuous professional development (CPD) requirements as specified by the College (and Awarding Organisations) and that may be identified during College processes, for example Appraisal.
* To participate in the College Appraisal Scheme.
* To be responsible for ensuring that the duties and responsibilities detailed in the College Health and Safety Policy are adhered to and carried out.
* To maintain awareness of the requirements of the College Health and Safety Policy.
* To read and apply the College Safeguarding procedures and to ensure that the duties and responsibilities detailed in the College Safeguarding Policy are adhered to and carried out.
* To read the College Single Equality Scheme and to act in accordance with statutory obligations under the equality duties and in compliance with current Equality and Diversity legislation.
* To ensure adherence to the College Data Protection Policy.
* To work to the College quality standards and systems within the context of the College quality systems.
* To undertake such other duties and responsibilities as are appropriate to this level of post.

**THE PERSON**

**Essential skills and characteristics**

* Full, clean driving licence and daily use of a reliable car
* Level 3 or higher in the qualification being assessed
* 3 years relevant, current occupational competence
* Recognised assessor qualification with evidence of update to the current TAQA qualification OR willing to work towards Level 3 Certificate in Assessing Vocational Achievement
* Recognised IQA qualification OR willing to work towards Level 4 Award in Internal Quality Assurance of Assessment Process and Practice
* Understanding of competence based training, Functional Skills and Apprenticeship programmes
* Experience of On Job Training and Workplace Assessments
* Understanding of Awarding Organisation requirements
* Able to work on own initiative
* Able to work a part of a team
* Excellent communication skills
* Excellent organisational skills
* IT literate
* Functional skills at level 2 in maths and English or achievement within 12 months of commencing employment
* Flexible approach to workload in a busy environment

**TERMS OF EMPLOYMENT**

**Tenure of post**: Permanent

 All year round

**Hours of work**: As agreed with your line manager

**Holiday:** 23 holiday days per leave year (1 September to 31 August), plus 8 bank holidays and up to 4 College Closure days. Pro-rata for part-time.

Rising to 25 days per leave year after 5 years continuous service.

**Salary**: From £21,831 to £23,858 per annum full-time, pro-rata for part time

**Pension:** Local Government Pension Scheme. This is an employee

and employer contributory pension scheme.

**The Henley College is an Equal Opportunities Employer**

**The Henley College is committed to safeguarding and promoting the welfare of learners and expects all staff to share this commitment. This position is subject to a satisfactory Enhanced DBS check.**

July 2018