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| **Job Role:** Assessor – Engineering  **Reporting to:** Operations Manager Engineering and Motor Vehicle Apprenticeships  **Base:** The Roundhouse |
| **Hours per week** 37 hours per week, 52 weeks per year  **Contract Type** Support/Delivery  **Salary**  Up to £34,707 per annum |
| **Job Purpose**  To deliver high-quality learning experiences that engages and challenges apprentices, promoting retention, progress, and achievement. You will support a caseload of apprentices to complete all components of their Apprenticeship standard within agreed timeframes, ensuring compliance with internal and external quality standards. Additionally, you will contribute to building strong employer relationships and align learning outcomes with market demands. |
| **Introduction**  **Key Responsibilities:**   * Perform the role of Assessor in line with awarding organisation guidelines and apprenticeship KSB requirements. * Develop and agree Individual Learning Plans (ILPs) tailored to student and employer needs. * Conduct workplace visits for students as per College and funding requirements. * Provide initial advice, guidance, and recruitment support, including enrolment and induction. * Complete initial assessments, skills scans, and pre-vets to formulate ILPs. * Evaluate student progress and provide effective feedback to achieve personal and academic goals. * Conduct regular progress reviews with students and employers to meet funding guidelines, celebrate success and agree next steps. * Set SMART targets for students, incorporating stretch goals and employer support. * Ensure timely student completion of all components and achieve targeted success rates. * Submit and assess evidence for moderation and audits, ensuring compliance with occupational standards. * Embed English, Maths, and digital skills into student learning and assessments. * Utilise e-portfolio systems (One File) to monitor and document student progress. * Perform internal quality assurance duties and support external quality assurance processes. * Coordinate appointments efficiently, including flexible evening work when required. * Identify and support progression routes for students to continue their learning journey. * Adhere to College operational procedures and contribute to compliance requirements. * Deliver teaching and assessments to raise student aspirations and ensure success. * Foster proactive relationships with employers, promoting College products and services. * Contribute to self-assessment processes, quality improvement plans, and business targets. * Ensure off-the-job learning hours are accurately recorded and evidenced in One File.   **Student Progression Responsibilities**   * Ensure that students progress well from their different starting points and achieve or exceed standards. * Help students attain relevant qualifications so that they can and do, progress to the next stage of their education into courses that lead to further and higher-level qualifications and into jobs that meet local and national needs. * Where relevant, promote English, maths and digital skills necessary to support their apprenticeship. * Use assessment information to plan appropriate teaching and learning strategies, including identifying students who are falling behind in their learning or who need additional support, enable students to make good progress and achieve well. * Ensure that students understand how to improve as a result of useful feedback and the use of One-File. * Engage with employers to help them understand how students are doing in relation to the standards expected and what they need to do to improve.   **Student Personal Development, Behaviour and Welfare Responsibilities**  Promote and support students’:   * Pride in achievement and commitment to learning. * Self-confidence, self-awareness and understanding of how to be a successful student. * Choices about the next stage of their education, employment, self-employment or training, where relevant, from impartial careers advice and guidance. * Where relevant, employability skills so that they are well prepared for the next stage of their education, employment, self-employment or training. * Prompt and regular attendance. * Following of any guidelines for behavior and conduct, including management of their own feelings and behavior, and how they relate to others. * Understanding of how to keep themselves safe from relevant risks such as abuse, sexual exploitation and extremism, including when using the internet and social media. * Knowledge of how to keep themselves healthy, both emotionally and physically, including through exercising and healthy eating. * Personal development, so that they are well prepared to respect others and contribute to wider society and life in Britain.   **General Responsibilities**   * Comply with administrative procedures for the effective collection, interpretation and actioning of College management information. * Provide professional customer service to both internal and external customers. * Ensure that quality standards are met, monitored and reviewed within the section. * Fully participate in Team Meetings, professional development, events, discussions and any other activities commensurate with the duties and responsibilities of this post. * Demonstrate flexibility in responding to changing demands in personal, sectional or the College’s workload. * Take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. * Undertake risk assessments for any new activity and ensure risk assessment checks are carried out for any ongoing activity. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.   **Continuous Professional Development**   * Develop dual professionalism: ensuring vocational/academic knowledge and skills are kept up-to-date. * Keep abreast of local and national developments that impact on students experiences. * Demonstrate competencies commensurate with the position e.g. a high level of interpersonal skills, good time management skills, self-motivating, professional, proactive and creative * Take responsibility for one’s own professional development and continually update as necessary. |
| **Person Specification** |
| **Competencies**  **Essential**   * Experience in working under own initiative and managing time and workload effectively * Evidence of excellent interpersonal skills * Experience of working to targets and deadlines * Willingness to undertake substantial travel in line with the needs of the role * An understanding of Safeguarding of Children & Vulnerable Adults within the workplace * Full commitment to Equal Opportunities and anti-discriminatory working practice |
| **Knowledge & Experience**  **Essential**   * Experience in managing and working with internal and external clients * An understanding of the funding associated with Apprenticeships |
| **Qualifications**  **Essential**   * Qualifications relevant to the occupational area advertised (Level 3 upwards in Engineering) * Recent and relevant occupational experience in the qualifications being assessed (Engineering) . * A1 / TAQA Assessors qualification. * Level 2 English. * Level 2 Maths.   **Desirables**   * V1 / TAQA Internal Quality Assurance Award (Internal Verifier) or willing to work towards. * Level 2 ICT. * Awareness and application of e-portfolios. * Teaching qualification (CTLLS / DTLLS / Certificate in Education / PGCE). |