

Job Description

Job Title	Assessor
Department	Apprenticeships and Work Based Learning
Reporting to:	Programme Manager
Main Purpose of the role	
<p>Responsibility of a cohort of learners including Business Administration and Customer Service Apprentices, this includes teaching the knowledge and assessing the skills and behaviour-based elements.</p> <p>To support in all aspects of the apprenticeship up to and including End Point Assessment to ensure successful completion and achievement of the apprenticeship.</p>	
Key Tasks / responsibilities:	
<ul style="list-style-type: none"> • Support recruitment of apprenticeships <ul style="list-style-type: none"> ➤ Secure repeat business from employers of apprentices ➤ Support learner interviews and screening process ➤ Support the planning and delivery of pre-apprenticeship programmes ➤ Responsibility for a cohort of apprentices Sign-up of apprentices to comply with funding and audit requirements ➤ Plan individual learning plans ➤ Plan and support recording of the 20% off the job requirement ➤ Deliver the work-based element of the apprenticeships, including on-site training, assessment and reviews ➤ Deliver the knowledge element of the apprenticeship. Normally college based but may be work based for certain client groups ➤ Liaise with staff delivering other elements of the apprenticeship, including learning support and functional skills, to ensure an effective holistic programme for the apprentice ➤ Accurate recording of learner progress, attendance and other learner records including use of Smart Assessor • Support the continued improvement of SGS Apprenticeships <ul style="list-style-type: none"> ➤ To participate in the staff development and annual conversation process ➤ Attendance at team meetings, Open Days/Evenings, Staff Development days and any other duties as directed by the Business Manager or Assistant Principal ➤ To participate in staff development including mandatory training, assessor update days and subject updating ➤ Comply with SGS quality assurance processes including internal and external verification and support the programme manager in the apprenticeship quality cycle and SAR process • To observe and have responsibility for the College Health and Safety policies. This includes the duty to take reasonable care to avoid injury to themselves or others by their work activities or omissions, and to co-operate with their Employer in the discharge of its statutory duties. • Any other duties required by the line manager or Head of Sector that are commensurate with the grade. <p>As the needs of the College change so does the above job profile, duties and location of the role within the College will be adjusted accordingly. Where an employee indicates a disability, every effort will be</p>	

made to supply all necessary aids, adaptations or equipment to allow them to carry out all of the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.
Role Dimensions
<ul style="list-style-type: none"> • Case load of circa 40 learners • May require an element of early, late and weekend working to suit availability of learners undertaking the qualifications • Flexibility to deal with varying abilities and needs of learners • Must have regular use of a vehicle
Key Interfaces
<ul style="list-style-type: none"> • Team Leader • Business Development Team • Awarding organisations and EPAO's • Functional skills department • Assistant Principal of Apprenticeships and Employer Engagement
Supporting College Goals and Values – all roles
<p>In addition to the particular requirements and characteristics of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans - taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety.
Measurable Performance Standards for this role
<ul style="list-style-type: none"> • 90% learner and employer satisfaction (surveys) • Success rates at benchmark +5% • Audit-compliant
Level of Disclosure and Barring (DBS) disclosure required
Enhanced with Child barred list checks
Author and Date
Laura Thomas March 2024

Job Evaluation (for HR Completion)					
Score		Profile		Level	

As the needs of the College change, so the above job profile, duties and location of the role within the College may be adjusted accordingly.

Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Assessor



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
Educated to degree level or equivalent or have substantial relevant subject experience and occupational competence.	✓		Application form and certificate
Level 3 Early Years qualification	✓		
Assessors Qualification (A1)		✓	Application form and certificate
IQA Qualification (V1)		✓	Application form and certificate
Teaching Qualification (DTLLS). You will be required to obtain a Stage 3 full professional qualification (PGCE in post-16 education or equivalent) within 2-4 years of commencing lecturing duties within the College.		✓	Application form and certificate
GCSE Maths and English grade C or above or Level 2 equivalent	✓		Application form and certificates
Experience and knowledge			
Experience working with apprenticeship provision or functional skills delivery		✓	Interview and application
Recent experience of assessing / Internal Verification		✓	Interview and application
Experience of coaching and mentoring trainees		✓	
Ability to convey information which needs careful explanation or interpretation	✓		Interview and application
Being supportive and encouraging to others in the team	✓		Interview and application

Criteria	Essential	Desirable	Assessed by
Working with others to reach an optimum conclusion by collaboration	✓		Interview and application
Taking responsibility for an area of work, setting standards and monitoring performance.	✓		Interview and application
Good administrative skills	✓		Interview and application
Ability to show initiative	✓		Interview and application
Knowledge of devising assessment materials and systems in line with awarding body requirements	✓		Interview and application
Evidence of achieving targets within timescales	✓		Interview and application
Evidence of current industry practice/updating	✓		Interview and application
Accurate completion of College and awarding body documentation as per guidelines	✓		Interview and application
Skills and abilities			
IT literate	✓		Interview and application
Ability to create individual learning plans and ensure timely completion	✓		Interview and application
Ability to understand and interpret complex information and take actions to improve	✓		Interview and application
Excellent oral and written communication skills	✓		Interview and application
Excellent organisation and administrative skills	✓		Interview and application
Essential College attributes			
Initiative: Demonstrating the willingness and ability to use initiative – whether that means deciding on necessary action and following it through - or suggesting ways to work in a better way.	✓		Interview and application
Influencing skills: The ability to persuade others.	✓		Interview and application

Criteria	Essential	Desirable	Assessed by
Interpersonal Skills: The ability to communicate and interact with other people in a way that promotes cooperative relationships.	✓		Interview and application
Teamwork: The willingness and ability to collaborate and work closely with colleagues in a mutually supportive manner.	✓		Interview and application
Circumstances of role (if applicable)			
Must be willing to undertake appropriate training and staff development to contribute to CPD	✓		Interview and application
Must be prepared to work flexibly to meet business needs early start/late finish	✓		Interview and application
Hold a full current driving licence	✓		Interview and application
Have access to a vehicle at all times for the purpose of work	✓		Interview and application
Hold car insurance to cover business use	✓		Interview and application
Ability to obtain and maintain a satisfactory Disclosure and Barring Certificate	✓		Interview and application