

**Academies Enterprise Trust**  
**Job Description**

**Job Title:** Trainer Assessor

**Location:** N/A

**Hours of work:** Variable

**Reports to:** Apprenticeship Manager

**Purpose of the Role:**

To manage the delivery of individual Apprenticeship programmes including the planning and delivery of induction, teaching, learning and assessment, reviews and recording of progress ensuring timely achievement of qualifications.

**Responsibilities:**

1. Manage a case load of Apprenticeships in an effective and timely manner.
2. Plan the teaching, learning and assessment and reviews of apprentices in accordance with their personalised learning needs and the requirements of Funding and Awarding Organisations.
3. Organise and carry out the induction of apprentices confirming that the programme, level and length of programme are appropriate for the individual.
4. Visit apprentices in accordance with their personalised learning needs but as a minimum of once per month.
5. Deliver teaching, learning and assessment in the workplace as part of the Apprenticeship Framework or Standard.
6. Embed functional skills, British values and Safeguarding into teaching, learning and assessment.
7. Liaise with functional skills tutors (Creative Learning Partners) to support learners develop English, Maths and ICT skills
8. Review and feedback on progress with learners completing the necessary reports on a monthly basis or for a shorter period of time as required by their personalised learning needs and / or your line manager.
9. To complete all paperwork and returns relating to your apprentices in a clear and timely manner.
10. Use the prescribed portfolio system in accordance with Academies Enterprise Trust procedures.
11. Actively participate in the Apprenticeship Learning Community.
12. Manage and maintain learner information in accordance with the Education and Skills Funding Agency audit requirements.
13. Assist with the development of the provision to ensure programmes are up to date, attending meetings as required.
14. Ensure all Equal Opportunities policies and Health and Safety requirements are complied with and all candidates are given fair access to assessment.

15. To take responsibility for safeguarding and promoting the welfare of all students with whom you come into contact.
16. Attend and participate in standardisation meetings.
17. Participate in and support the annual self-assessment process.
18. Maintain own skills and keep up to date with changes and development in apprenticeships through Continuous Professional Development. A minimum 30 hours (pro rata) to be tracked through 6 monthly CPD records.
19. The post-holder is also required to undertake such other duties and training as may be required by or on behalf of Academies Enterprise Trust provided that they are consistent with the nature of the post.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

**Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

**Academies Enterprise Trust**  
**Person Specification**

**Job Title: Trainer /Assessor**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<p>Level 3 or above qualification in relevant area of work</p> <p>D32/33, A1, TAQA/CAVA or equivalent qualification or working towards</p> <p>Good verbal and written skills</p> <p>Good IT skills</p>	<p>Award in Education and Training or equivalent</p> <p>Relevant job related training or qualification indicating level of competence</p>
<b>Knowledge/ Experience</b>	Specific knowledge/ experience required for the role	<p>Proven track record of meeting targets</p> <p>Experience of working within industry, commerce or service industry</p> <p>Knowledge of NVQ qualifications and NVQ Code of Practice requirements.</p> <p>Knowledge of Apprenticeship programmes.</p>	<p>Experience within an Assessor role</p> <p>Experience of working in the training / education sector</p> <p>Experience of using Smart Assessor or a similar e-portfolio system</p> <p>Experience of working with work based learning apprentices</p>
<b>Personal Characteristics</b>	Behaviours	<p>Excellent communication skills and the ability to relate to a wide range of people</p> <p>Ability to manage a constant workload with conflicting demands to achieve timely targets</p>	N/A

		<p>Ability to work effectively as part of a team</p> <p>Commitment to quality of service</p> <p>An ability to influence and motivate learners</p> <p>An enthusiastic approach within a target orientated environment</p> <p>Flexible attitude</p> <p>Commitment to high professional and personal standards of work and of conduct</p>	
<b>Special Requirements</b>		<p>Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</p> <p>Right to work in the UK</p> <p>Evidence of a commitment to promoting the welfare and safeguarding of children and young people</p> <p>Ability to travel as required</p>	N/A