

Loughborough College Job Description

1. Job Details

Job Title:	Apprenticeships Assessor - Electrical Installation
Competency Level:	Curriculum Support 3
Reporting To:	Deputy Head Apprenticeships
Department:	Apprenticeships
Annual Salary (FTE):	£21,187 - £26,122 per annum (plus a discretionary £3,000 market supplement)
Date:	May 2018

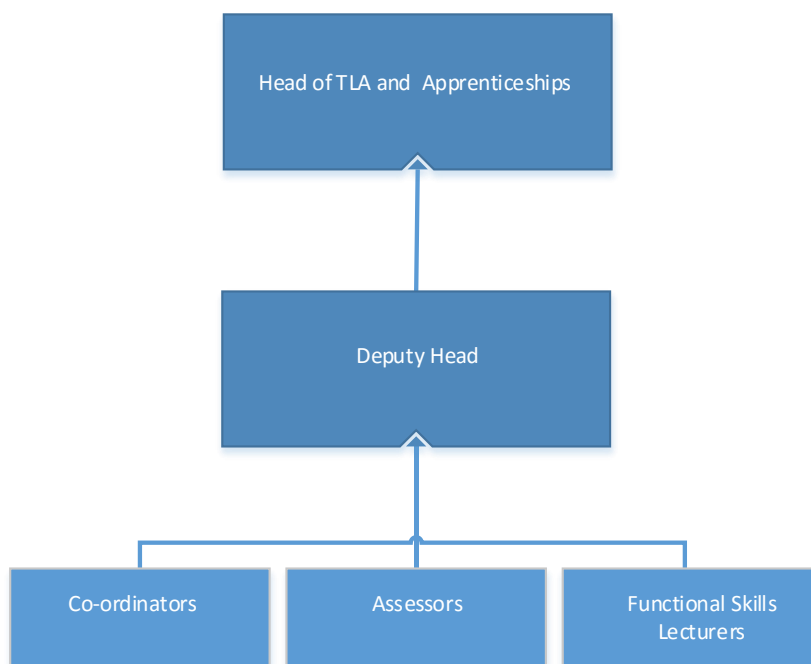
2. Job Purpose

To support apprentices to achieve their apprenticeship standards through the delivery of inspiring learning and assessment.

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- To prepare assessment plans, materials and resources for individual sessions utilising a range of media.
- To deliver high quality learning and assessment experiences.
- To assess apprentices ensuring that practical and written work is assessed in line with awarding organisation and college requirements.
- To ensure that apprenticeships are completed within the agreed timescales to satisfy Awarding Organisation criteria.
- To participate in moderation processes and internal verification and support assessment practices.
- To hold progress reviews with students in line with college and apprenticeship standard requirements.
- To comply with best practice administrative and quality assurance systems.
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills.
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events.
- To modify duties and responsibilities as required to meet new situations, in consultation with the Deputy Head of Apprenticeships and college management.

6. Key Result Areas

Action	Result
Plan, prepare, deliver, and assess effective learning programmes	To ensure appropriate support is in place for apprentices to achieve
Apply effective differentiation and stretch and challenge techniques	To ensure all apprentices achieve to the best of their ability
Monitor overall progress and disseminate with key staff	To ensure apprentices are on track for timely achievement
Assess and mentor apprentices, give high quality feedback	To ensure apprentices can meet their targets and progress
To participate in moderation and internal verification	To ensure Awarding Organisation criteria are met and academic standards maintained
To support quality assurance and quality improvement	To ensure Awarding Organisation requirements and College KPIs are met
Participate in staff development opportunities and mandatory training	To ensure teaching and learning is up to date and maintained to the highest standards

7. Key Working Relationships and Communications

Internal: Deputy Head Apprenticeships, Co-ordinator, Internal Quality Assurer

External: Awarding Bodies, External Quality Assurer

8. Scope for Impact

Not applicable

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess relevant vocational qualifications at level 3 or above in subject area	✓		Application/ Interview
2.	Possess at least a TAQA or equivalent assessing qualification		✓	Application/ Interview
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE grades A-C) or equivalent	✓		Application/ Interview
EXPERIENCE				
4.	Possess relevant industry experience in subject area	✓		Application/ Interview
5.	Experience of undertaking work based assessments		✓	Interview
6.	Experience of supporting and managing diverse groups of individuals	✓		Application/ Interview
7.	Proven experience of motivating individuals to achieve excellent results	✓		Application/ Interview
8.	Experience contextualising and embedding learning to meet specific learning needs		✓	Interview
9.	Evidence of effective use of ICT/ILT in all aspects of work	✓		Application/ Interview
SKILLS & KNOWLEDGE				
10.	Experience of active learning and assessment methods	✓		Interview
11.	Work flexibly and to deadlines	✓		Application/ Interview
12.	Excellent planning, administration and organisational skills	✓		Application/ Interview
13.	Communicate effectively to a diverse range of stakeholders at all levels	✓		Interview
14.	Work independently and as a part of a team	✓		Interview
15.	Provide clear feedback to key staff	✓		Interview
16.	Possess a vocational background knowledge and an ability to engage with vocational content	✓		Application/ Interview
BEHAVIOURS				
17.	Work effectively with colleagues as part of team	✓		Interview
18.	Motivate and relate with individuals from a range of different cultural backgrounds	✓		Interview/ Task
19.	Comply with professional standards at work	✓		Interview
20.	Show commitment to the improvement and maintenance of standards	✓		Interview
21.	Promote the College's equal opportunities policy and practices	✓		Interview
22.	Ensure the safeguarding of students	✓		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in May 2018 and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	