

## Loughborough College Job Description

### 1. Job Details

Job Title: **Apprenticeship Assessor for Motor Vehicle Maintenance and Repair**  
 Competency Level: **Business Support 3**  
 Reporting To: **Curriculum Manager**  
 Department: **Professional Education and Training**  
 Annual Salary (FTE): **£15,242.40 per annum based on 0.6 of the FTE Salary £25,404 per annum**  
 Date: **July 2017**

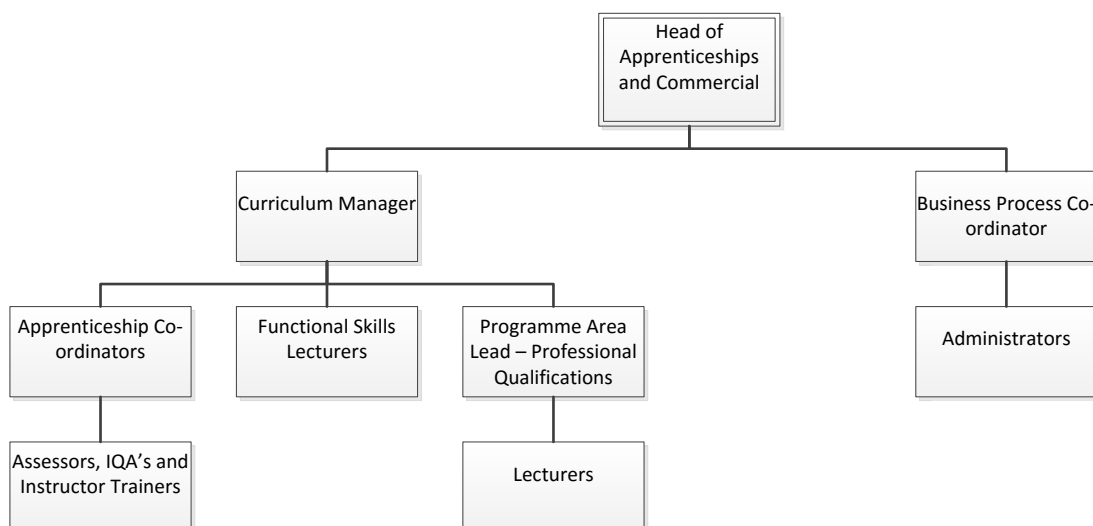
### 2. Job Purpose

To support apprentices to successfully complete their full framework/standard and achieve relevant qualifications through the assessing of performance and/or related knowledge in a range of tasks, ensuring the competence and knowledge demonstrated meets the requirements of the curriculum/awarding body.

### 3. Dimensions

N/A

### 4. Organisation chart



## 5. Key Responsibilities

- To act as an assessor in the workplace or on college premises, for groups of apprentices or individuals on apprenticeship programmes.
- To hold progress reviews with students in line with programme requirements.
- To monitor and record student progress and success in line with Awarding Organisation requirements and to ensure timely completion.
- To participate in moderation and internal verification processes.
- 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 curriculum area leader/manager and college management.

## 6. Key Result Areas

Action	Result
Organise regular visits to assess students in the work place or other setting	To ensure students are supported and on track to achieve
Provide timely, detailed feedback to the learner	To ensure all students achieve to the best of their ability
Complete relevant records of all assessments	To maintain accurate tracking of student progress
To participate in moderation and internal verification	To ensure Awarding Organisation criteria are met and academic standards maintained
To deliver apprenticeship programmes within agreed timescales	To ensure students achieve in a timely manner
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:** Head of Department, Curriculum Manager, Business Process Co-ordinator, Senior Administrator, Administrator, Apprenticeship Co-ordinators, Lecturers, Assessors, Instructor Trainers.

**External:** Awarding Bodies

## 8. Scope for Impact

N/A

## 9. Competency profile

The following profile is a description of the required competencies of the role:

Competency	Descriptor	Competency	Descriptor
<b>Accountable</b> - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Takes ownership for own development, supports that of others and develops beyond own role. Works efficiently; makes best use of the College's resources. Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies.	<b>Entrepreneurial</b> - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks. You try new approaches and are not tied down by the existing ways of doing things. You understand how your tasks fit into achieving the College's outcomes.
<b>Agile</b> - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Supports change and supports colleagues in adapting to change. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard. Anticipates customer needs; prevents poor service; delivers consistently high quality service. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	<b>Inspiring</b> - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Brings leadership qualities to supervisory skills; inspires others to be their best. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs. You include people in deciding actions and processes so that they feel personally connected to the accomplishment of goals.
<b>Engaging</b> - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement. Communicates with accuracy; enables mutual understanding; confident presenter. You recognise others' strengths and weaknesses; you support them where there are shortcomings, and leverage their strengths so that your team achieves desired outcomes.	<b>Integrity</b> - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times.</i>	Informs and promotes subject area convincingly; is an ambassador for the College's activities. Demonstrates social awareness; manages relationships; influences people and events. Is widely regarded as empathetic. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.

## 10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a relevant vocational qualification at level 3 or above	•		Application
2.	Possess an assessor qualification	•		Application
3.	Possess or be willing to work towards a level 3 teaching qualification		•	Application and Interview
4.	Good standard of literacy and numeracy. At least GCSE passes grades A-C in English Language and Maths or equivalent	•		Application
EXPERIENCE				
5.	Extensive experience in the Motor Vehicle Repair Industry	•		Application
6.	Experience of supporting and managing diverse groups of students		•	Interview
7.	Proven experience of motivating students to achieve excellent results		•	Interview
8.	Experience of training and assessing in an educational institution	•		Application
SKILLS & KNOWLEDGE				
9.	Knowledge of a range of teaching, learning and assessment methodologies and the ability to utilise these effectively within a vocational context	•		Interview
10.	Work flexibly and to deadlines	•		Interview
11.	Excellent planning, administration and organisational skills		•	Interview
12.	Provide clear feedback to students and key staff	•		Interview
BEHAVIOURS				
13.	Show commitment to the improvement and maintenance of standards		•	Interview
14.	Promote the College's equal opportunities policy and practices	•		Application and Interview
15.	Ensure the safeguarding of students	•		Application and 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 **July 2017** and may be amended in light of changing circumstances following discussion with the post holder.

## 11. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	