

**Job Ref No: R00649**

## **Westminster Kingsway College**

### **Job Description**

**Title of the post:** Business Admin Assessor (HPS)

**Reporting To:** Lead IQA

**Department/Division:** A-EAP

**Salary:** £ 26.24 per hour

#### **Purpose of the Job:**

Reporting to a Lead IQA this role will have primary responsibility for the delivery and assessment of apprenticeship programmes in their area of occupational competency.

You will have a caseload of learners that you will visit on client site to coach, mentor and guide them through their apprenticeship programme, keeping them engaged to ensure they are on target to reach the objectives agreed in their Individual Learning Plan. This will also include some classroom delivery where required to meet the knowledge based elements of the apprenticeship framework.

#### **Main Tasks**

The post holder will be expected to undertake any of the duties set out below, subject to appropriate training. In order to ensure a range of experience for the benefit of post holder and the College, duties may be rotated from time to time

1. To work with the Lead IQAs to achieve agreed volumes for learner engagement, retention and achievement in line with business strategy and plans.
2. Complete assessment in accordance with the standards for the TAQA Award.
3. Fully utilise Smart Assessor as a planning and delivery tool to track and monitor apprentice progress towards their full framework.
4. Work with internal and external partners to ensure that agreed quality standards are met in accordance with the college and Awarding Organisation standards.
5. Work effectively with the employers to ensure that learners successfully complete their full Apprenticeship framework by their planned achievement date.
6. Ensure that all aspects of the Apprenticeship Programmes are delivered in accordance with the key processes contained within the organisation's Process Manual.

7. Ensure that programmes are delivered in accordance with the organisation's Safeguarding, Equal Opportunities and Health and Safety Policies and how they impact on the assessment process.
8. Provide good quality, accurate information and data on learner recruitment, retention, progress and achievement.
9. Ability to identify individual learner needs and provide feedback in a way that motivates individual learners
10. Ability to identify and help learners to overcome potential barriers to progress and achievement
11. Ensure all required learner documentation is available to support financial claims to the funding body.
12. Work closely with the Sales and Engagement Team and the other college departments and staff to identify and engage with local employers to increase local take-up on apprenticeships. This includes maintaining business with allocated employers to generate repeat business, as well as generate new business to meet department's apprenticeship targets.

***The post holder will also be expected to:***

1. Demonstrate model behaviours that, at all times, are consistent with an open, inclusive and participative style;
2. Be proactive in identifying and pursuing opportunities that are appropriate to maintaining the post holder's continued professional development;
3. Demonstrate a commitment to the development and practice of equal opportunities in every aspect of the life of the College;
4. Abide by the College's data protection policy;
5. Actively participate in the appraisal scheme;
6. Participate in the implementation of and compliance with the provisions of legislation and good practice relating to health and safety;
7. Carry out work in a manner and framework that is consistent with the College's requirement to safeguard children and vulnerable people;
8. Work within the College values.

The scope of this profile reflects the needs of the College at the present time: it is not intended to be a fully inclusive or exhaustive list. The post holder will therefore be expected to work flexibly and to undertake such other duties as may from time to time be reasonably allocated by the line manager. The profile will be subject to continuous review as the needs and requirements of the College change over time.

### Person Specification:

Area to be assessed	Essential	Desirable	How this will be assessed
<i>Qualifications</i>	<ol style="list-style-type: none"> <li>TAQA Level 3 Certificate in Assessing Vocational Achievement Qualification or equivalent.</li> <li>Qualifications or significant work experience demonstrating occupational competency in the areas to be assessed. Must have a Management qualification at level 3 or above.</li> </ol>	<p>TAQA Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice Qualification or equivalent.</p> <p>Level 4 Certificate in Education and Training or equivalent.</p>	AF
<i>Professional development</i>	<ol style="list-style-type: none"> <li>Evidence of ongoing professional updating and development in relevant fields.</li> </ol>		AF/Skills Audit
<i>Experience and Knowledge</i>	<ol style="list-style-type: none"> <li>Previous experience of assessing learners on apprenticeships in Business Skills programmes</li> <li>Experience in delivering Technical Certificate training is desirable</li> <li>Good knowledge of Government funded Apprenticeship programmes</li> <li>Knowledge of apprenticeship frameworks in your area(s) of competency</li> <li>Excellent knowledge of processes and methodologies for your area(s) of competency.</li> </ol>		<p>AF, I,</p> <p>AF, I</p> <p>AF, I,</p> <p>AF, I,</p> <p>AF, I</p>
<i>Skills and Abilities</i>	<ol style="list-style-type: none"> <li>Excellent communication and negotiation skills with internal and external stakeholders.</li> <li>Excellent administrative and IT skills, including experience using Microsoft Office.</li> <li>Excellent data management skills.</li> <li>Ability to prioritise tasks and organise self to achieve goals and targets</li> <li>Proactivity and use of initiative</li> <li>Effective pedagogical approach to learning</li> </ol>		<p>AF, I,</p> <p>AF, I,</p> <p>AF, I</p> <p>AF, I</p> <p>AF, I</p>

	15. Excellent customer service skills and the ability to build upon relationships 16. Excellent organisational and planning skills and the ability to deliver to agreed target dates. 17. Able to act proactively, to anticipate potential problems and come up with proactive solutions. 18. Ability to work well in a rapidly changing environment. 19. Excellent time management skills. 20. Ability to manage a complex workload.		AF, I, AF, I AF, I  AF, I AF AF
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**Please indicate how these will be assessed: AF (Application form), I (Interview), T (Task)**