

Academies Enterprise Trust

Job Description

Job Title: Trainer/Assessor – Teaching Assistant Standard

Location: London and Essex

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, learning and assessment, reviews and recording of progress ensuring timely achievement of qualifications.

Responsibilities:

1. Manage a caseload of Apprenticeships in an effective and timely manner.
2. Plan the learning, assessment and reviews of apprentices in accordance with their personalised learning needs and the requirements of the Awarding Organisation.
3. Organise and take part in the induction of apprentices.
4. Visit apprentices in accordance with their personalised learning needs but at a minimum of once per month.
5. Deliver learning and assessment in the workplace in line with the Apprenticeship Standards.
6. 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.
7. Update the e-portfolio systems relating to your apprentices in a clear and timely manner.
8. Manage and maintain learner information in accordance with the Education and Skills Funding Agency audit requirements.
9. Assist with the development of the provision to ensure programmes are up to date.
10. Ensure all Equal Opportunities policies and Health and Safety requirements are complied with and all candidates are given fair access to assessment.
11. To take responsibility for safeguarding and promoting the welfare of all students with whom you come into contact.
12. Attend and participate in standardisation meetings as required in London.
13. Participate in and support the annual self-assessment process.
14. Maintain annual record of CPD, minimum 30 hours (pro rata).
15. 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.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

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 Principal/Group/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.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.



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Person Specification

Job Title: Trainer /Assessor

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	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>
Knowledge/ Experience	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>Understanding of apprenticeship standards, end point assessment and awarding organisation processes</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 eportfolio system</p> <p>Experience of delivering Standards and working towards End Point Assessment</p>
Personal Characteristics	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> <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>	
		<p>Ability to demonstrate, understand and apply our values:</p> <ul style="list-style-type: none"> • Be unusually brave • Discover what's possible • Push the limits • Be big hearted 	
Special Requirements		<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>	