

Academies Enterprise Trust

Job Description

Job Title: Trainer/Assessor

Location: Sheffield, Leeds and Hull

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 as a minimum of once per month.
5. Deliver learning and assessment in the workplace as part of the apprentices Apprenticeship Framework or Standard.
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. To complete all paperwork and returns relating to your apprentices in a clear and timely manner.
8. Use the prescribed portfolio system in accordance with Academies Enterprise Trust procedures.
9. Manage and maintain learner information in accordance with the Skills Funding Agency audit requirements.
10. Assist with the development of the provision to ensure programmes are up to date.
11. Ensure all Equal Opportunities policies and Health and Safety requirements are complied with and all candidates are given fair access to assessment.

12. To take responsibility for safeguarding and promoting the welfare of all students with whom you come into contact.
13. Attend and participate in standardisation meetings as required.
14. Participate in and support the annual self-assessment process.
15. Maintain annual record of CPD, minimum 30 hours (pro rata).
16. 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.

Academies Enterprise Trust
Person Specification

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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>Knowledge of NVQ qualifications and NVQ Code of Practice requirements</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</p>	N/A



		<p>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>	
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>	N/A