

Apprenticeship Assessor - Business

ROLE OVERVIEW

Job Title: Lecturer/Assessor

Grade: Lecturer

Contact Hours: Annual maximum:
865-1080 hours, weekly maximum 30

Faculty: Business Tourism &
Adventure

Responsible to: Director of
Curriculum Development

KEY ROLE OBJECTIVES

To provide an outstanding learner experience through assessing, reviewing and training learners, enabling timely achievement.

MAIN RESPONSIBILITIES:

Provide Training, Learning and Assessment. Lecturing may be required at times.

1. Teaching, Learning and Assessment

- 1.1 Participate in the interviewing, enrolment/activation and induction of learners.
- 1.2 Provide teaching and learning whether in a classroom, a workshop, an employer's location or other work environment.
- 1.3 Prepare schemes of work, lesson assessment & IV plans.
- 1.4 Coordinate and prepare for EV visits, IQA and end point assessments.
- 1.5 Take responsibility as framework lead as / when required.
- 1.6 Identify any changes in the WBL curriculum offer (out of date or new courses) and work with Business Solutions and Head(s) of Faculty to implement necessary changes.
- 1.7 Work with the Faculty Programme Leads and Work Based Tutors in the same subject area to ensure maximum efficiencies and standardization for all learners and apprentices.
- 1.8 Provide ongoing assessment and feedback to learners by setting and marking work both relevant and appropriate to the course, including in the workplace where required.
- 1.9 Provide appropriate academic and/or vocational support to individual learners, referring them, where appropriate, to other agencies.
- 1.10 Contribute to the wider enrichment of learners and support students' pastoral needs.
- 1.11 Contribute to the maintenance of an effective, efficient and professional learning environment.

- 1.12 Ensure resource material and teaching reflect best practice, contributing to the quality of provision as measured by retention, attendance, success rates, grades and value added.
- 1.13 Participate in appropriate quality assurance procedures.
- 1.14 Prepare learners for a range of accreditation and assessments.
- 1.15 Maintain accurate and detailed student records including the writing of reports and references.
- 1.16 Set and monitor Personal Targets and eILPs according to Faculty and College Policy.
- 1.17 To track the progression of learners, including work place reviews, to ensure timely achievement.
- 1.18 Provide specialist advice to learners and organisations regarding vocational and work based qualifications, delivery and progression options.
- 1.19 Keep up to date with curriculum advancements and ensure all programs are relevant and fully funded.
- 1.20 Participate in open evenings, recruitment, trade events, conferences and other marketing events.

Mandatory Duties

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults
2. Responsibility for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality.

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area and may need to travel overseas.

Reviewed: May 2023

Person Specification

Apprenticeship Assessor - Business

Assessment Criteria

Evaluated on application form (A) and/or interview (I)

Experience

Essential Criteria:

- Working effectively within a team to meet shared objectives (A/I)
- Using own initiative to drive forward work (I)
- Assessing, teaching or training young people and adults (A/I)

Desirable Criteria

- Experience delivering bespoke courses to a range of partners (A/I)
- Experience of developing training solutions (A)
- Recent experience working within industry (A)

Skills and Abilities

Essential Criteria:

- Good communication skills (at all levels) (I)
- Ability to inspire young people & adults (A/I)
- IT Literate – use of databases, competent user of Microsoft office (Word, Excel, Access, Outlook and PowerPoint) (A/I)
- Driving Licence held for 2 years with no more than 6 points (A)
- Ability to record and report on progress towards complex data sets (A/I)

Desirable Criteria

- Experience with One File (A/I)

Qualifications

Essential Criteria

- Recognised vocational qualification at level 3 or above in Business or other related subjects. (A)
- Willingness and commitment to work towards and achieve TAQA (A1 and or V1 or equivalent) (A)
- GCSE English & Maths at C/4 grade or above (or equivalent) (A)

Desirable Criteria

- Teaching qualification (DTLLS / Cert Ed / PGCE) or willingness to work towards (A/I)
- TAQA (A1 and V1 or equivalent) (A)

Personal Qualities

Essential Criteria:

- Enthusiasm and drive for subjects taught (A/I)
- Excellent time management (A/I)

Mandatory Requirement

Essential Criteria

- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College (I)
- Commitment to equal opportunities (I)
- Commitment to British Values and the Prevent Agenda (I)

Reviewed: May 2023

OUR VALUES ARE WHAT MAKE US, US!

VISION: To be an exceptional College

MISSION: To shape futures by delivering world-class education and training for our city and region

AMBITION

- We are challenged and encouraged to push boundaries to enable us to realise our ambitions
- We are brave and take decisions that transform lives and foster achievement for all
- We are agile, future-focused and embrace digital technology and learning
- We believe in impact; we are passionate about our community and environment and continue to make big changes in order to play our part in creating a sustainable city and College

COLLABORATION

- We collaborate with others to ensure we grow, thrive and initiate brilliance
- We are bold and innovative; we listen to and learn from others in pursuit of the exceptional
- We care about place; we collaborate with others to ensure success for our community that has national impact
- We believe that we are stronger together and actively seek out partnerships that make a difference and help us enrich our College

ENERGY

- Our expertise, passion and actions energise and enthuse those around us
- We care and support our people and our community. We believe that we excel when we are empowered, engaged and enjoy our time at College
- We are curious; we focus on solutions, not problems
- We are proud of our achievements and actively seek out opportunities to celebrate these and set ourselves our next challenge