## **JOB TITLE**

Assessor/Tutor

## **Reports To**

Training & Development Manager

## **Job Overview**

To carry out a range of teaching and assessment duties in relation to the delivery and administration of Apprenticeship Standards. To deliver functional skills to level 2. To prepare and support learners to successfully pass through the apprenticeship gateway and end point assessment process. Ensure that all activity including recruitment, assessments, monitoring and recording are carried out in accordance with regulatory requirements and be able to support in the engagement of employers.

## **Responsibilities and Duties**

* Deliver the highest quality Apprenticeship standards including Teaching Assistants, Early Years and Business Administration.
* Carry out assessment activities that inspire and challenge all learners, meet their individual needs and allow them to develop their knowledge skills and behaviours’.
* Ensure timely completion by learners.
* Deliver Functional Skills in Math and English to Level 2
* To prepare and support learners to successfully pass through the Apprenticeship gateway and end point assessment process.
* Contribute to the planning, monitoring and achievement of agreed performance targets.
* To use diverse evidence which demonstrates learners’ knowledge, skills and behaviors
* To assess students’ competence in accordance with national standards within a range of qualifications in; Teaching Assistants, Early years, Education Support, Business Administration.
* To keep up to date with national and regional developments relevant to the post.
* To ensure all prospective learners receive Information Advice and Guidance and Employment support as appropriate.
* To undertake any other tasks and duties that may be reasonably requested by the Training and delivery Manager.
* To actively contribute to the Trust’s commitment to safeguarding and promoting the well-being of children, young people and vulnerable adults.

## **General Responsibilities**

* Working as part of a team in planning and implementing initial skills scans, assessments and course reviews with learners.
* To ensure appropriate support is provided to engage employers in the delivery of the Apprenticeship Standards Programme.
* To liaise with other assessors, quality assurers, external agencies and corporate clients to ensure that consistent and coherent procedures are adhered to.
* To maintain all appropriate records, logs and other documentation relating to assessment in accordance with the requirements of the Awarding Bodies, Assessment Centre and funding body requirements.
* Attend and complete actions from regular support sessions with line manager.
* Adopt a creative and innovative approach towards practice by being open to opportunities for improvements, and encouraging staff to make suggestions.
* Attend regular staff meetings, training days and other training as required.
* Maintain up to date knowledge regarding legislation.
* Take responsibility for own personal and professional development, in line with agreed annual performance objectives
* To undertake any other tasks and duties that may be reasonably requested by management