

## Job Description

<b>Job Title</b>	<b>Assessor</b>
<b>Reports To</b>	Assessor

<b>Overview</b>	<p>The <b>Assessor</b> is an educator who ensures that learners complete their programmes successfully and timely through effective planning, learning and assessment. Operating compliantly, efficiently and ethically, the role has four core accountabilities and responsibilities:</p> <ol style="list-style-type: none"> <li><b>1. Assessment and Developmental Feedback</b> Perform planned, frequent formative and summative assessments that motivate and prepare learners for success through timely developmental feedback.</li> <li><b>2. Supporting Learner Development</b> Tailor individual learning plans to provide an engaging clear pathway to success for learners; making suitable adaptations based on prior learning, learning styles and additional learning support.</li> <li><b>3. Internal and External Compliance</b> Maintain excellent record keeping, ensuring that superior quality training is evidenced each month in line with internal standards and those set by the Education Inspection Framework and Funding Rules.</li> <li><b>4. Safeguarding, Equality and Inclusion</b> Promote safeguarding, welfare and inclusion throughout all that you do; championing equality and diversity in all interactions and practices. This includes ensuring learners have access to independent careers information, advice and guidance.</li> </ol>
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<p><b>Key roles and responsibilities</b></p>	<p><b>Assessment and Developmental Feedback</b></p> <ol style="list-style-type: none"> <li>1. Regularly and holistically assess apprentices against the standards and criteria set out in their apprenticeship standard.</li> <li>2. Professionally utilise a variety of assessment techniques, including but not limited to:             <ol style="list-style-type: none"> <li>a. Written Assessment</li> <li>b. Reflective / Context Statement</li> <li>c. Professional Discussion</li> <li>d. Observation</li> <li>e. Witness Testimonials</li> <li>f. Work Product Evidence</li> <li>g. Projects and Presentations</li> </ol> </li> <li>3. Always work collaboratively with learners and employers to ensure detailed assessment plans are created, providing opportunity for formative and summative assessment that stretch and challenge learners from their starting points.             <ol style="list-style-type: none"> <li>a. Routinely monitor and validate off-the-job training records, identifying and acting upon any opportunities for assessment that they present.</li> </ol> </li> <li>4. Provide timely developmental feedback that is detailed, constructive, enabling, and empowering. As an education, ensure that any marking and feedback is equipping the learner to progress independently through their programme.</li> <li>5. Support, guide and prepare learners for their End Point Assessments.</li> </ol> <p><b>Supporting Learner Development</b></p> <ol style="list-style-type: none"> <li>1. As an educator, provide learners with learning strategies that enable them to be fully included and engage with their programme.</li> <li>2. Through a strong practical understanding of their learning requirements, adapt and monitor individual learning plans to support apprentices in meeting both academic and vocational requirements.</li> <li>3. Provide guidance and support to apprentices, responding swiftly and effectively to challenges and ensure they stay on track for timely achievement.</li> <li>4. Utilise a range of learning strategies and theories to provide coaching and guidance to help learners further enhance their knowledge, skills and behaviours.</li> <li>5. Perform regular Progress Reviews with learners and employers, ensuring any challenges are addressed and there is a clear plan to achieve programmes on or ahead of time.</li> </ol>
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	<ol style="list-style-type: none"> <li>6. Deliver effective funded additional learning support sessions where this is required.</li> </ol> <p><b>Internal and External Compliance</b></p> <ol style="list-style-type: none"> <li>1. Maintain the highest professional standards, ensuring all work adheres to internal standards, frameworks, policies and processes.</li> <li>2. Ensure your work and caseload is compliant with the Department for Educations Apprenticeship Funding Rules</li> <li>3. Ensure your work adheres to and emboldens the Ofsted Education Inspection Framework.</li> <li>4. Keep up to date with industry standards: Stay informed of changes to apprenticeship standards and occupational requirements in the relevant sectors.</li> <li>5. Maintain professional development: Engage in ongoing professional development to enhance assessment skills and maintain relevant qualifications.</li> </ol> <p><b>Safeguarding, Equality and Inclusion</b></p> <ol style="list-style-type: none"> <li>1. Promote safeguarding and welfare, ensuring apprentices safety and well-being are prioritised, acting swiftly and responsibly to any concerns that may be identified.</li> <li>2. Strictly adhere to safeguarding policies and procedures.</li> <li>3. Ensure that all assessments and interactions with apprentices are accessible to learners and promote inclusion.</li> <li>4. Support learners with navigating life in modern Britain, embedding personal development topics into sessions.</li> </ol>
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Person Specification	Essential Knowledge, Skills and Experience	Desirable
	<ul style="list-style-type: none"> <li>• Minimum 3 years' experience assessing apprenticeship standards.               <ul style="list-style-type: none"> <li>○ Experienced in a range of assessment practices and techniques</li> <li>○ Experienced in showcase portfolio building using holistic practices</li> <li>○ Experienced in End-Point Assessment with a high pass / distinction rate</li> </ul> </li> <li>• Confident working in 'live time' ensuring most assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Level 4 teaching qualification</li> <li>• Level 3 assessing qualification</li> <li>• End Point Assessor qualification</li> <li>• Occupational competence in Financial Services, Insurance and / or Leadership and Management.</li> </ul>

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	<p>are completed in full with the learner present.</p> <ul style="list-style-type: none"> <li>• Exceptional IT skills, confidently utilising e-portfolios and Microsoft 365 applications.</li> <li>• Excellent typing skills, with accurate speed and touch typing being a significantly advantageous skill.</li> <li>• Exceptional communication skills, able to convey important information clearly, articulately and concisely. <ul style="list-style-type: none"> <li>○ Confident telephone manner, with preference for resolve matters swiftly over the phone.</li> </ul> </li> <li>• Experience of delivering online, preferably through Microsoft Teams.</li> <li>• Excellent record keeping, ensuring all interactions, decisions and work is clearly evidence against the requirements of all stakeholders.</li> <li>• Commitment to professional development that creates greater opportunities for learners.</li> <li>• Experienced in cross departmental collaboration, working with the wider organisation in the best interests of the business and provision.</li> <li>• Motivational professional, easily able to build relationships through knowing their learners and employers.</li> <li>• Commercial acumen, for example ensuring learners do not go out of funding or have funding clawed back.</li> </ul>	
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<b>KPIs</b>	<p>Key performance indicators for the role include, but are not limited to;</p> <ul style="list-style-type: none"> <li>• All learners are seen every 4 weeks for formative assessment, summative assessment and / or a progress review.</li> <li>• Learner's work is marked in live time with learners, but where learners submit work prior to appointments this is marked within a maximum 10 working days from point of submission.</li> <li>• Maintain a 95% attendance rate for any cohort of learners.</li> <li>• A minimum 85% retention on any cohort of learners, resulting in a minimum 75% qualification achievement rate. Achieved through engaging, motivational, meaningful and inspiring delivery.</li> </ul>
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### **CONFIDENTIALITY**

The post holder must meet the requirements of GDPR (General Data Protection Regulation) at all times. You will be working with sensitive and confidential material on a daily basis relating to potentially vulnerable children and adults. We expect all Skills Edge employees to adhere to our confidentiality, data protection, and privacy policies.

### **SAFEGUARDING**

Skills Edge promotes a safe environment for learners and employees at all times. Every employee must adhere to the 5 Rs in relation to possible safeguarding concerns: Recognise, Respond, Report, Record and Refer. Skills Edge can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.

### **HEALTH AND SAFETY**

All employees must understand, adhere to and comply with the provisions of 'The Health and Safety at Work Act 1974'. They must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Skills Edge efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

### **EQUALITY AND DIVERSITY**

Skills Edge has an Equality and Diversity Policy and it is the responsibility of all staff to promote our vision and comply with this policy. We are an equal opportunities employer, and carry this ethos through the work we do and the contact we have with all parties, agencies, and customers.

### **FLEXIBILITY**

The post holder will need to be flexible in developing the role in conjunction with their manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

Please demonstrate your understanding of the job description by signing and enclosing the job description with your application

Applicant Signature: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Date: \_\_\_\_\_