



Excellence for All

JOB DESCRIPTION

JOB TITLE: Apprenticeship Assessor (Curriculum)

RESPONSIBLE TO: Apprenticeships Manager

HOURS: 35 hours a week, term time only.
Mondays and Tuesdays 8.45am to 4.30pm
Wednesdays and Thursdays 8.45am to 4.15pm
Fridays 8.45am to 3.45pm

STATEMENT OF PURPOSE:

To support the Apprenticeships Manager with the progress and assessment of Level 3, 4, 5 apprenticeships.

To support, coach, monitor and assess learners to successfully complete and pass their apprenticeship.

KEY RESPONSIBILITIES:

- To enrol new apprentices and liaise with employers
- To assess learners' performance and/or related knowledge in a range of tasks
- To ensure that the competence/knowledge demonstrated meets the requirements of the standards/syllabus
- To be available to learners as required
- To ensure each learner is aware of his/her responsibilities in the collection and presentation of evidence
- To agree and record assessment plans with each learner
- To fully brief learners on the assessment process
- To follow assessment guidance provided by TQUK and the centre
- To observe learners' performance in the workplace and/or in simulated situations, and/or conduct other forms of assessment in accordance with the qualification requirements
- To evidence and record assessment decisions against the standards/syllabus whilst ensuring that assessment of performance by observation is unobtrusive
- To provide learners with prompt, accurate and constructive feedback
- To manage the system of assessment from assessment planning through to making and recording assessment decisions;
- To assess evidence of learner competence against the national standards of occupational competence within the qualification

- To ensure validity, authenticity, currency and sufficiency of evidence produced by learners
- To maintain accurate and verifiable learner assessment and achievement records
- To confirm that learners have demonstrated competence/knowledge and, where further evidence is required, have completed the required documentation agreeing new assessment plans with learners as required
- To be available for discussion with the Internal Quality Assurer/Qualification Coordinator and/or EQA
- To demonstrate commitment to anti-discriminatory practice and equal opportunities
- To ensure that any member of the public (clients/service users) involved in assessment gives informed consent and that there is no risk of intrusion into areas of privacy and/or confidentiality
- To ensure maintenance of confidentiality for sensitive information
- In liaison with the Apprenticeships Manager, to write the curriculum/syllabus and prepare learning resources for new apprenticeship courses.
- To support the Apprenticeships Manager with apprenticeship assessment related tasks and to provide regular updates on learner progress and any issues

SUPPORT FOR THE SCHOOL:

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with teachers and the Apprenticeships Manager to support achievement and progress of learners.
- Take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.

Must hold a valid, full driver's licence with a clean driving record.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.