MANOR GREEN SCHOOL

Excellence for All

PERSON SPECIFICATION

Apprenticeship Assessor (Curriculum)

	Essential	Desirable
Qualifications	Degree level education or equivalent relevant experience Excellent numeracy and literacy skills with a minimum of Level 2 in English and Maths or equivalent or working towards Assessor qualified, A1, CAVA, or D32, D33, or working towards. A level 5 qualification or above or a willingness to work towards.	Level 4 Award in the Internal Quality Assurance of Assessment Experience of developing course materials and writing a curriculum
Knowledge, Skills & Understanding	Occupational expertise in the competences and/or syllabus areas to be assessed. Occupational competence (at least two years' experience working in a school). A commitment to maintaining own expertise by undertaking continuous professional development activities. Ability to follow and implement standards/course syllabus/national guidance Can use ICT effectively to support learning. Full working knowledge of relevant policies/codes of practice legislation. Understanding of statutory frameworks relating to apprenticeships and assessment	Previous experience working as an assessor.

Skills	Specialist skills/training in curriculum or learning area	
	Ability to lead and direct the work of others	
	Ability to give constructive feedback to learners which improves their standard of work and progress	
	Ability to monitor and evidence learner progress	
	Ability to undertake assessment of learners' work	
	Excellent organisation and planning skills.	
	Patience and the ability to remain calm in stressful situations	
	Sensitivity and understanding	
	Excellent verbal and written communication skills	
	Ability to work independently and manage own time effectively	
	The ability to work well with others, gain trust and respect	
	To be flexible and open to change	
	Full Drivers Licence and use of own car with business insurance	