


<b>Title</b> Assessor/Tutor (Generic, business skills, education, health & social care, ICT, personal training, AAT, and marketing)	<b>Department</b> 19+ Advanced Learner Loans	<b>Post Ref.</b>	
<b>Job Purpose</b>  To deliver qualifications in various vocational areas to adults and young people assessing occupational competence. You will be responsible for managing a caseload of learners, increasing their knowledge, capabilities and supporting them while they evolve intellectually and professionally throughout their learner journey. This role will include planning and designing group teaching sessions, e-learning and on the job assessment practice.  There are operational activities within the organisation which require individual Tutors to be occupationally qualified or specifically trained for the organisation to be able to continually adapt to the ever changing needs of the training environment, governed by contractual requirements from the funding organisation.			
<b>Key Responsibilities</b> <ol style="list-style-type: none"><li>1. The recruitment, selection, induction and initial assessment of young people and/or adults leading to designing the most suitable learning plan for the apprenticeship programme</li><li>2. Market to and liaise with local employers to highlight the benefits of the programme to their business and secure commitment to the programme</li><li>3. Make regular visits to apprentices workplaces to deliver training, plan assessment and assess occupational competence</li><li>4. Pro-actively attend local events to promote and publicise the programme and organisation</li><li>5. Liaise with Functional Skills tutors to ensure each learners are on track to achieve functional skills targets</li><li>6. To be responsible for reviewing and recording of achievement in line with the training programme</li><li>7. Provide learners with high quality Information, Advice and Guidance to enable further successful progression</li><li>8. Administrative work associated with all the organisation's operations</li><li>9. Meet recruitment, retention, attendance and success rate targets</li><li>10. Monitor learners to gather employee feedback and carry out periodic reviews of</li></ol>		<b>Key Accountabilities</b> <ol style="list-style-type: none"><li>1. Provide apprentices involved in work based learning with safe and appropriate apprenticeship programmes meeting their and employer's needs.</li><li>2. Build positive working relationships internally and externally with partners, employers, stakeholders and users</li><li>3. To have a commitment to Inspire's Equality, Diversity and Inclusion Strategy</li><li>4. To be involved in producing an annual Self Assessment Report (SAR) and work positively towards the Quality Improvement Plan (QIP)</li><li>5. Involvement in the development of the organisation's systems and procedures and quality assurance</li><li>6. Keeping up to date with new legislation, procedures and techniques and carrying out research where appropriate of different funding opportunities and national initiatives.</li><li>7. Work flexibly in line with the needs of post, e.g. occasional evening or weekend work.</li></ol>	

<p>progress, addressing any potential concerns at the earliest opportunity</p> <p>11. To participate in continuous personal development as determined by the organisation</p> <p>12. To ensure that all safeguarding policies and procedures are adhered to and organisational guidelines are followed, including the Prevent Strategy.</p>	
<p><b><i>The post holder will perform any duty or task that is appropriate for the role described</i></b></p>	
<p><b><i>Person Specification</i></b></p>	
<p><b><i>Education and Knowledge</i></b></p> <ol style="list-style-type: none"> <li>1. Hold or be willing to work towards a level 5 teaching qualification</li> <li>2. GCSE A – C or equivalent in maths and English</li> <li>3. Assessor qualification (essential)</li> <li>4. Have a proven track record assessing within delivery areas</li> <li>5. Understanding of awarding body requirements</li> <li>6. Information, advice and guidance qualification (desirable)</li> <li>7. Understanding of government funded training programmes</li> <li>8. Understanding of safeguarding policies and procedures, including the Prevent Strategy</li> <li>9. Understanding of the new Common Inspection Framework</li> <li>10. Awareness of Health and Safety issues and legislation</li> <li>11. Understanding of Equal Opportunities policies and procedures.</li> <li>12. Understanding of British Values and embedding into learning programmes</li> </ol>	<p><b><i>Personal Skills and General Competencies</i></b></p> <ol style="list-style-type: none"> <li>1. Set an excellent example of customer service for all stakeholders</li> <li>2. Work effectively independently and within a team to plan programme delivery and solve day to day problems</li> <li>3. Continually work to drive efficiency and quality in an educational environment</li> <li>4. Set challenging targets for themselves and their peers to increase performance</li> <li>5. Ability to work on own initiative, organising and prioritising your own work</li> <li>6. Ability to embed maths, English and ICT up to level 2 into the curriculum</li> <li>7. Be able to communicate effectively with a wide range of people</li> <li>8. Take personal and proactive responsibility for own performance</li> <li>9. Work to strict deadlines and meet objectives including timely achievement of learner qualifications.</li> <li>10. Provide information, advice and guidance to learners throughout the apprenticeship programme</li> </ol>
<p><b><i>Experience</i></b></p> <ol style="list-style-type: none"> <li>1. Experience of working with young people and/or adults</li> <li>2. Experience of working with employers to understand and accommodate their needs, negotiating as appropriate</li> <li>3. Understanding e-portfolio systems to effectively deliver learning</li> <li>4. Dealing effectively with a range of partners to articulate project aims verbally, or by presentation, e-mail or letter</li> <li>5. Developing and maintaining a detailed knowledge of local and national employment, training, support and funding</li> <li>6. Maintaining electronic and manual recording systems and records to auditable standard</li> <li>7. Ability to effectively review, monitor and offer guidance and support</li> </ol>	

<p>to young people and adults.</p> <p>8. Meet deadlines to ensure timely achievement of learner qualifications</p> <p>9. •Maximise the use of e- learning and using a variety of assessment methods</p>	
<p><b>Role Dimensions</b></p> <p>No direct responsibility of staff.</p>	