

Post Title	Professional Development Assessor
Scale	£28,000
Contract	Permanent
Hours	Full Time
Responsible to	Vice Principal
Location	Any Centre
Job purpose	To effectively deliver and assess on the Chartered Management Degree Apprenticeship and Business and Management apprenticeship standards, in addition to other management training, providing support, coaching, mentoring and assessment within the workplace to ensure learners successfully complete their apprenticeship, within the required timescale.

PRINCIPAL DUTIES

1	To plan, prepare, facilitate, deliver and assess on apprenticeship programmes
2	To deliver Initial Advice and Guidance and tutorial sessions to support apprentices
3	To complete robust initial and diagnostic assessments
4	To complete detailed Individual Learning Plans (ILPs) for all learners and provide reviews accordingly.
5	To develop, plan and prepare quality learning materials
7	To promote courses to referral employers and prospective students
8	To contribute to team and course effectiveness
9	To attend course, team and project meetings
10	To contribute to curriculum outcomes
11	To act as a UCQ representative at internal and external events
12	Any other duties within the boundaries of the services outlined above.
13	To work in accordance with UCQ core values.

MAIN DUTIES

1	To plan, prepare and deliver workshops and assessment in line with apprenticeship standards and learning outcomes and UCQ quality standards.
2	To devise and amend Schemes of Work and Session Plans as required.
3	To develop, write, revise and maintain learning materials.
4	To receive learners to UCQ, providing information, advice and guidance, coaching and support to individualise their programme.
5	To ensure full completion of all necessary documentation including partner documentation, ILPs, contact logs, reviews and other required paperwork.
6	To support all learners throughout the duration of the programmes.
7	To prepare the learning environment ensuring rooms are conducive to learning.
8	To complete and maintain accurate records for all students.
9	To monitor attendance, report and take appropriate action, as required.
10	To ensure learner documentation, evidence and portfolios are fully completed and processed within the required deadlines.
11	To assess, monitor and mark learner work in a timely manner and provide robust feedback as required.
12	To participate in internal verification and/or moderation processes.
13	To liaise and work with colleagues, partners, referral organisations and other stakeholders to recruit learners, and to secure, track and report learner progression.
14	To attend internal and external meetings as required
15	<i>Equality and Diversity</i> – actively support and implement the UCQ's Equal Opportunities policies.
16	<i>Safeguarding</i> – work to promote and apply UCQ's safeguarding and safer recruitment policies
17	<i>Information Security</i> – to abide by the UCQ Data & Privacy Policy and to ensure that the principles of information security are adhered to at all times
18	To participate in any internal/external CPD appropriate for the role and to ensure occupational updating and personal development.
19	To provide any other duties commensurate to the role.
20	To ensure UCQ Core Values are central to all behaviours.

PERSON SPECIFICATION: Professional Development Assessor	Essential (E) Desirable (D)	Assessed By: Application (A) Interview (I) Presentation (P) Task (T)
<u>Qualifications</u>		
PGCE/Cert Ed/PTLS/CTLS or equivalent	E	A I
Assessor Award or equivalent	E	A I
Degree or equivalent	E	A I
Management Qualification to Level 4 or above	E	A I
Literacy/Numeracy at Level 2 as minimum	E	A I
Verifier Award or equivalent (or commitment to work towards)	E	A I
IAG Qualification at level 2 or above	D	A I
<u>Experience</u>		
Experience of successfully delivering apprenticeship standards including higher level apprenticeship programmes in relevant subject areas	E	A I
Experience of achieving timely achievement rates above national average	E	A I
Delivery of other workplace training for those in employment	E	A I
Experience/willingness of delivering across a wide geographical area	E	A I
Delivery of Functional Skills Maths/English at Level 2	E	A I
Proven record of delivering good/outstanding lesson observations.	E	A I
Experience of creating effective learning materials	E	A I
Experience of providing impartial and effective IAG to learners	E	A I
Experience of completing detailed, robust and compliant paperwork	E	A I
Knowledge, skills and aptitude:		

A high degree of motivation to succeed	E	A I
The ability to meet paperwork submission deadlines and standards.	E	A I
The ability to record data as required with minimal error.	E	A I
Ability to establish effective working relationships with staff and external stakeholders	E	A I
Ability to use ICT effectively i.e. Microsoft Office applications including Excel, Word, calendars and Powerpoint.	E	A I
Flexibility, stamina, passion and reliability to work under pressure and to meet deadlines.	E	A I
Excellent interpersonal, communication and negotiation skills.	E	A I
Ability to work effectively both as part of a busy team and independently.	E	A I
A proactive approach to UCQ Health and Safety matters wherever and whenever applicable.	E	A I
UCQ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment therefore the candidate should have a clear understanding and commitment to Safeguarding.	E	A I
Other:		
Full UK Driving Licence and access to transport.	E	A

I acknowledge receipt of the above Job Description, detailing the duties and responsibilities of this post and confirm my acceptance of them.

Signature: **Date:**

Print name: