

Post Title	Assessor: Team Leading/Management/Business Administration
Salary	£27,000
Contract	Permanent
Hours	Full Time
Responsible to	Vice Principal Curriculum
Location	Hybrid
Job purpose	To effectively provide online delivery and assessment on apprenticeship standards to 16+ employed learners across the United Kingdom, to provide support, coaching, to enable career development and progression within their organisation.

PRINCIPAL DUTIES

1	To plan, prepare, facilitate, deliver and assess on apprenticeship programmes/standards and prepare apprentices for End Point Assessment (EPA).
2	To deliver Initial Advice and Guidance, support and tutorial sessions to support learners to prepare for assessment and end point assessment.
3	To work with e-portfolio and spreadsheet systems from induction to completion, ensuring full compliance.
4	To complete robust initial and diagnostic assessments, individual curriculum meetings, learning plans and reviews for all learners.
5	To complete detailed Individual Learning Plans (ILPs) for all learners to inform reviews accordingly.
6	To develop, plan and prepare quality learning materials
7	To liaise with employers to undertake reviews, promote UCQ and progression.
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.

MAIN DUTIES

1	To plan, prepare and deliver workshops, tutorials, group and 1:1 sessions in line with programme schedule to support assessment completion.
2	To contribute to Schemes of Work and prepare Session Plans.
3	To develop, write, revise and maintain high quality learning materials.
4	To provide information, advice and guidance, coaching and support to individualise apprentices' programme.
5	To ensure full completion of all necessary documentation including ILPs, contact logs, reviews and other required UCQ paperwork.
6	To support all learners throughout the duration of the programmes to EPA.
7	To prepare the learning environment ensuring delivery locations, including online environments, are conducive to learning.
8	To effectively use e-portfolio systems.
9	To deliver, assess, monitor and mark learner work in a timely manner and provide robust formative (developmental) and summative feedback as required.
10	To complete and maintain accurate records for all programmes.
11	To monitor attendance and punctuality and take appropriate action.
12	To liaise and work with colleagues, partners, referral organisations and other stakeholders to recruit learners, and secure, track and report learner progression.
13	To attend internal and external meetings as required
14	<i>Equality and Diversity</i> – actively support and implement the UCQ's Equal Opportunities policies.
15	<i>Safeguarding</i> – work to promote and apply UCQ's safeguarding and safer recruitment policies
16	<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
17	To participate in any internal/external <i>CPD</i> appropriate for the role and to ensure occupational updating and personal development.
18	To work in accordance with UCQ core values and strategic priorities.

PERSON SPECIFICATION: Essential Work Skills Assessor	Essential (E) Desirable (D)	Assessed By: Application (A) Interview (I) Presentation (P) Task (T)
<u>Qualifications</u>		
Literacy/Numeracy at Level 2 as minimum	E	A I
Assessor Qualification	E	A I
Management qualification	D	A I
IQA Qualification	D	A I
PGCE/Cert Ed/PTLS/CTLS or equivalent	D	A I
IAG Qualification at level 2 or above	D	A I
<u>Experience</u>		
Delivery of apprenticeships in relevant subject area/s.	E	A I
Experience of successfully preparing students for EPA	E	A I
Experience of achieving high and timely achievement rates.	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
Experience of working on a range of e-portfolio systems to undertake assessment, feedback, reviews and progress tracking.	E	A I
Knowledge, skills and aptitude:		
A high degree of motivation to succeed	E	A I
The ability to meet paperwork and programme submission deadlines and high standards.	E	A I

PERSON SPECIFICATION: Essential Work Skills Assessor	Essential (E) Desirable (D)	Assessed By: Application (A) Interview (I) Presentation (P) Task (T)
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. Sharepoint, E-portfolios, Microsoft Office applications including Excel, Word, Outlook and Powerpoint.	E	A I
Flexibility, stamina and reliability to work under pressure and to meet project 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 as required.	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: