

**Job Description & Person Specification**

<b>Post Title:</b>	IT and Digital Assessor/ Trainer	<b>Department:</b>	Apprenticeships (Business Admin & IT)
<b>Location:</b>	All sites	<b>Contract type:</b>	Permanent
<b>Hours per week:</b>	37	<b>Weeks per year:</b>	52.14
<b>Scale:</b>	Support 24-27	<b>Salary:</b>	£21,892– 24,035 pa + Market Supplement up to £10, 965pa DOE
<b>Reports to:</b>			

**Job Description**

<b>1.</b>	<b>Department Overview</b>
	<p>The Directorate comprises of all Apprenticeship related curriculum and support across all areas of the College.</p> <p>The Directorate is responsible for the leadership, management and development of the College's provision for apprenticeships and Whole College Strategy areas ensuring that the quality of the delivery is of the highest standard.</p>
<b>2.</b>	<b>Purpose of the Role</b>
	<p>The post holder will be responsible to an Apprenticeship Manager (Operational). The post holder needs to have extensive vocational experience, preferentially in a supervisory role</p> <p>Manage, review, assess and train a caseload of learners who are based in the workplace and are currently undertaking any type of work based learning.</p> <p>To ensure that the success rates of learners are at or above the level set by the College.</p>
<b>3.</b>	<b>Key Accountabilities &amp; Duties</b>
	<p>The responsibilities of the post will be within the Directorate of Apprenticeship will include the following duties:-</p> <p>To assess learners' progress and maintain records of assessments of learning carried out.</p> <p>To support employers in the correct choice of framework/standard and develop a learning and development plan for their apprentices</p> <p>To create a training plan for employers using frameworks/standards</p> <p>Carry out initial assessment of apprentices and design a learning and development package to meet their needs.</p> <p>Maintain accurate records of learner assessments and achievements.</p> <p>Accredit successful completion of learner tasks including work based activities in line with college assessment and verification policy, completing all related administrative activities.</p> <p>Ensuring high quality programmes in line with awarding body regulations including partaking in internal verification processes.</p> <p>Deliver workshops, one to one instruction and/or training sessions relating to knowledge, skills and behaviour development and to assess candidates in the workplace.</p>

	<p>Maintain efficient record keeping and tracking systems using the systems provided and stipulated by the College and report agreed targets in a timely manner against agreed deadlines. This to include withdrawals; transfers; assessment and examination results; updating of information held in the college information system to enable the tracking of learner progress in real time.</p> <p>Conduct assessment, evaluation and progress reviews as appropriate, both inside the College and in the workplace.</p> <p>Provide regular and purposeful reports to employers, apprentices, and the College so that there is a clear plan of action which is time bound for each learner and which allows completion with agreed target dates.</p> <p>Provide information, advice and guidance throughout the qualification to promote progression onto a suitable higher level qualification.</p> <p>Maintaining and setting up approved work placement with employers able to support learners on Apprenticeship programmes within existing business.</p> <p>Ensuring employers participate in the Apprentice's workplace review visits and are involved in work based assessment activities.</p> <p>Establishing and maintaining effective working relationships with employers who are currently providing, or may provide, work placements.</p> <p>Assisting the co-ordination of College based activities associated with the programme(s), including the compilation of assessment, profile records and qualification requirements.</p> <p>Ensuring that the provisions of the HASAW Act are observed in accordance with The College's and the Skills Funding Agency's Safety Policy / Guidelines. By completing Health &amp; Safety Procurement Standards (HASPs) employer checklists for all learners in their caseload. Completing checklist prior to learning commencing and for ongoing monitoring and changes.</p> <p>Assisting with the development of the programme(s) to meet external stakeholder needs including local employers.</p> <p>Attending meetings as required within or outside The College in furtherance of the programme(s).</p> <p>Undertaking Continuous Professional Development and mandatory training.</p> <p>Assisting with marketing and recruitment activities that promote the Apprenticeship programme to potential learners and employers.</p> <p>Ensuring industry knowledge is kept up to date.</p> <p>To ensure that individual students' learning needs are met through the provision of Learning support i.e. Literacy, Numeracy, Language and ICT, and well being</p> <p>To attend appropriate meetings: Centre meetings; IV and EV meetings; department and management meetings (where appropriate) and staff development activities. College open evenings as required.</p> <p><b>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post.</b></p>
4.	<b>Equal Opportunities</b>
	The College will seek to ensure that all existing and potential employees and students are given

	<p>equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors.</p>
<b>5.</b>	<b>Safeguarding</b>
	<p>The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.</p> <p>The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.</p>
<b>6.</b>	<b>Further Information</b>
	<p>This Job Description and Person Specification are current as at November 2016 In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly.</p> <p>A copy of this Job Description and Person Specification is held with the Human Resources department.</p>

## Person Specification

Criteria	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Evidence of up to date knowledge and practice in IT</li> <li>• Working knowledge and extensive vocational experience of It and Software Systems</li> <li>• Responsive to legislative changes in the IT sector</li> <li>• Excellent understanding of Apprenticeships</li> <li>• Strong knowledge of Active Directory</li> <li>• TCP/IP</li> <li>• OSI Model</li> <li>• Network Cabling</li> <li>• Be able to assess, build and configure a LAN network</li> <li>• Set up Client/Server environment .</li> <li>• Installing and configuring software</li> <li>• IT Security</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of web architecture, components and technologies.</li> <li>• Using Windows Server.</li> <li>• Technical understanding of Networks and TCP/IP.</li> <li>• Technical understanding of computer hardware components.</li> </ul> <p>A good working knowledge of:</p> <ul style="list-style-type: none"> <li>• Computer hardware including Processors, RAM, Motherboards, Storage, Components, Builds, Peripheral devices and Setup and Configuration.</li> <li>• Previous experience of working with Apprentices</li> <li>• Knowledge of requirements of awarding bodies, in particular City and Guilds and Pearson Edexcel</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Excellent organizational skills</li> <li>• Ability to co-ordinate visits/workload effectively</li> <li>• Excellent IT skills</li> <li>• Excellent administration skills</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of E portfolios</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Dynamic and innovative approach</li> <li>▪ A desire to form positive working relationships.</li> <li>▪ Flexible and adaptable attitude to working with students of all ages</li> <li>▪ Ability to cope positively with change</li> <li>▪ Commitment to own personal development</li> <li>▪ Capacity to be flexible</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Relevant Industry Qualifications</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assessors and Internal Verification qualifications or a willingness to work towards</li> <li>▪ Industry relevant IT Qualifications/ Degree</li> <li>▪ Cisco</li> <li>▪ Microsoft</li> </ul>

<b>Other Requirements</b>	<ul style="list-style-type: none"><li>▪ Availability to take part in Open Evenings, Employer liaison, and careers events</li><li>▪ Commitment to Continuing Professional Development</li><li>▪ Willingness to travel to employers to visit and assess Apprentices.</li><li>▪ Current driving license and access to a vehicle</li><li>▪ Requirement to work flexibly – which may include evening and weekend work.</li></ul>	
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