**People Team**

**Job Description & Person Specification**

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| **Post Title:** | Assessor Trainer Hospitality & Catering | **Department:** | Apprenticeships |
| **Hours per week:** | 37 hours per week (1.0 FTE) | **Weeks per year:** | 52.14 |
| **Contract Type:** | Permanent | **Reports to:** | Apprenticeship Manager |
| **Scale & Spine Points:** | Senior Instructor Point 29 | **Location:** | Bournemouth Campus |

**Job Description**

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| **College and Department Overview** |
| Bournemouth & Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The College values are:   * A passion for learning and success * Supportive and caring * Respectful and considerate * A champion for equality through learning * Ambitious and tenacious |
| **Department Overview** |
| The Apprenticeship Directorate at Bournemouth and Poole College is one of the largest and most successful apprenticeship providers in the country. This award-winning department consists of a friendly and supportive team of Administrators, Progress Coaches, Assessor/Trainers and Management. Covering a wide range of industries, the Apprenticeship Directorate works with Employers and the Curriculum Team to give apprentices the best path through their career. |
| **Purpose of the Role** |
| The main responsibility of the Assessor Trainer in Hospitality & Catering is to support all aspects of the Apprenticeship Standards.  Working with a caseload of learners who are based in the workplace from recruitment through to End Point Assessment and closedown. The Assessor/Trainer will be responsible for co-ordinating, monitoring and supporting the apprenticeship programme with apprentices and employers. |
| **Key Accountabilities & Duties** |
| Own the end- to -end apprenticeship journey, having a meaningful impact on apprentices’ lives.  Maintain and set up approved work placement with employers able to support learners on Apprenticeship programmes.  Agree a training plan for employers using the apprenticeship standards  Review apprentices’ progress involving learners, assessors, employers and tutors and maintain suitable records of reviews  Ensure employers participate in the Apprentice’s workplace review visits and are involved in work-based assessment activities  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 apprentice and which allows completion with agreed target dates, including preparation for End Point Assessment  Proactively engage with employers (and if appropriate, parents/carers) of apprentices to identify any emerging issues and to build strong employer relationships  Undertake apprenticeship programme assessment and observations and record appropriately  Maintain efficient record keeping and tracking systems using the systems provided  Support with the delivery of workshops, one to one instruction and/or training sessions relating to knowledge, skills and behaviour development and support the assessment of learners in the workplace  Ensure the quality of the apprenticeship programme is maintained to a high standard meeting the awarding organisation, Ofsted, ESFA, End Point Assessment Organisation and College requirements  Carry out internal quality assurance (IQA) in line with the Awarding Organisational guidance  Comply with all IQA related activity, including attending Standardisation meetings and IQA observations  Provide information, advice and guidance throughout the qualification to promote progression onto a suitable progression qualification  Assist the co-ordination of College based activities associated with the programme(s), including the compilation of assessment, profile records, qualification requirements and off the job training records  Ensure that the provisions of the HASAW Act are observed  Assist with marketing and recruitment activities that promote the Apprenticeship programme  Ensure that individual students’ learning needs are met  Attend meetings:  IQA and EQA meetings, department and management meetings (where appropriate) and staff development activities. Attend and support College open events. |
| **Equal Opportunities** |
| The College will seek to ensure that all existing and potential employees and students are given 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. |
| **Safeguarding** |
| 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.  Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK.  All successful candidates will be required to provide proof of their qualifications. |
| **Further Information** |
| This Job Description and Person Specification are current as at November 2023**.** 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 discuss with your Line Manager.  A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | * Level 2 (or equivalent) English and Maths |  |
| **Post Specific Qualifications** | * Have a relevant qualification in the sector * Assessor qualification or willingness to work towards * IQA qualification or willingness to work towards * A training/teaching qualification or willingness to work towards | * TAQA Assessor Award * HSS8 Award * IQA Award |
| **Work Experience** | * Responsive to legislative changes in the sector. * Working as a manager or team leader for a minimum of six months | * Working with student databases i.e. ProMonitor/ProSolution * Understanding of KCSIE and safeguarding children and vulnerable adults * Work experience in an FE setting, e.g. school or college |
| **Knowledge** | * Evidence of up- to- date knowledge and practice in vocational area * Working knowledge and strong vocational experience * Responsive to legislative changes in the sector. * Working as a manager or team leader for a minimum of six months | * Excellent understanding of work-based learning and apprenticeships * Competent in Microsoft Office applications |
| **Skills** | * Excellent communication skills * Excellent organisational skills * Ability to co-ordinate visits/workload effectively * Communication skills including written and verbal | * Understanding of E-portfolios * Excel Excellent administration skills Excellent administration skills. |
| **Other Requirements** | * Willingness to take part in open evenings, career events and other promotional activities * Team player * Ability to cope positively with change * Flexible, friendly and approachable * Current driving license and access to a vehicle for business travel | * Commitment to Continuing Professional Development. * Willingness to travel out of County. * Requirement to work flexibly – which may include evening and weekend work. |