

Assessor

Job Title:	Assessor
Location:	London Design & Engineering UTC / Newham
Contract type:	Part Time/Permanent
Salary:	Support Staff Pay scale SO1 – PO2/PO3 S22 (£32,286) to S33 (£40,152) per annum FTE.
Accountable to:	Head of Apprenticeships

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We are seeking an experienced, organised, and enthusiastic assessor to join the Apprenticeships Team at the LDE UTC. Reporting to the Head of Apprenticeships the successful candidate will inherit a portfolio of talented and enthusiastic apprentices completing both civil and digital engineering apprenticeships working for well-known industry leaders.

The successful candidate will be an experienced Assessor with a broad range of industry experience, who can establish a good rapport with level 3 apprentices and their managers. The main purpose of the role will be to assess and support the apprentices through their NVQs, provide them with advice and guidance in preparation for End Point Assessment (EPA), while working as part of the wider Apprenticeship Team.

The college is looking to bring this role to interview as soon as possible.

Core Purpose:

You will have a central responsibility for:

1. The assessment process of the NVQ's the LDE UTC deliver as part of the following apprenticeship standards:
 - **Level 3 Civil Engineering Technician Standards - (NVQ Level 3 Diploma in Civil Engineering for Technicians)**
 - **Level 3 Digital Engineering Standards - (NVQ Level 3 Diploma in Built Environment Design)**
2. Work with the wider apprenticeship team to advise and support apprentices on the requirements of the End Point Assessment and work with them to prepare for the EPA activity.
3. Be accountable for the NVQ learning and achievement of all apprentices undertaken within your allocation, ensuring robust and accurate tracking and performance data is recorded.

4. Review, monitor and support the apprentice progression to enable them to successfully complete the apprenticeship. In particular managing the expectations for the apprentice around the KSBs and 20% off the job training.
5. Take responsibility for professional development as required to deliver the required outcomes in your subject area and in the wider professional development initiatives.

Key Responsibilities:

Assessing & Coaching

Responsibilities are:

- To work with apprentices and employers to select relevant NVQ units required to meet the requirements of the qualification
- Undertake regular meetings with the apprentices and their employers at their place of work to assess them undertaking activities suited to complete the NVQ assessment criteria
- Liaise with employers to support the negotiation of the apprentice(s) learning needs in the workplace, and work with academics to provide coaching and support to develop the knowledge, skills and behaviours they will need to successfully complete their apprenticeship.
- Challenge underperformance at all levels and ensure effective corrective action and follow-up.
- Treat people fairly, equitably and with dignity and respect to create and maintain a positive college culture.
- The assessor will have overall responsibility for organising IQA activity and standardisation meetings across all apprenticeship programmes. In addition, they will support the Head of Apprenticeships with employer engagement.

Other Responsibilities

1. Attend meetings as required with trainers as part of staff development and undertake any additional training highlighted by line management feedback
2. Comply with health and safety rules and legislation, always ensuring the safety of learners and staff
3. Maintain effective lines of communication with employers, establishing a strong partnership with employers to involve them in their apprentice's learning
4. Actively support and promote apprentice and employer recruitment.
5. Always adopt a professional approach and ensure all areas of personal activity comply with standards laid down by the UTC
6. Act in compliance with data protection legislation, in respecting the privacy of personal information, and with the principles of the Freedom of Information Act 2000 in relation to the management of records and information
7. Undertake other such duties as are commensurate with the post and which may reasonably be required by the Principal or your Line Manager.

Equal Opportunities

Maintain and demonstrate a good understanding and knowledge of equalities legislation and the College's Equality and Diversity policies as applicable to the role.

Safeguarding

Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the College's Safeguarding policies and procedures as applicable to the role.

Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- To undertake professional development opportunities to keep abreast of best practice
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.
- Lead by example to maintain a high standard of professionalism.

Other Duties

- Always adopt a professional approach and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

This job description is not an exhaustive list and is intended as a guide to the general duties and responsibilities of the post, which will change from time to time according to the needs of the College. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the principal.