



Job Description

JOB TITLE:	Site Assessor – Electrical
HOURLY RATE/SALARY:	Support Scale K
REPORTS TO:	Programme Lead – Electrical
CAMPUS:	Langley
JOB PURPOSE:	To successfully manage a caseload of apprentices to provide support and enhance the apprentice and employer experience for our Electrical Apprenticeship Programme through effective skills coaching and mentoring of apprentices to achieve a successful end point assessment.

Main Duties: N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the principal.

- 1) To manage a caseload of apprentices carrying out visits and formative assessments in the workplace (On-Site) in order to progress towards a successful gateway.
- 2) To manage a caseload of apprentices, providing coaching, mentoring and assessment with constructive feedback in order to secure timely and successful achievement towards EPA Gateway. Where needed additional support will be provided to apprentices who need it.
- 3) To provide ongoing support to apprentices and their employers, including explaining the standards fully and maintaining regular contact throughout the apprenticeship ensuring the employer is engaged throughout.
- 4) To conduct progress reviews with the apprentice and line manager every 10-12 weeks to discuss learner progress, provide feedback, discuss any concerns, track completions towards skills, knowledge and behaviours ensuring the apprentice is working towards Gateway readiness.
- 5) Carry out an initial assessment with the apprentice before commencing the programme and establishing the pathway and level to be undertaken. Agree with a realistic start and planned end dates ensuring all aspects of the standards will be achieved by conducting a skills scan with apprentice and employer during first visit.
- 6) To support stakeholders and employers in understanding their responsibilities relating to on and off job training required by the apprentice, you will also be responsible in monitoring and tracking the apprentices off the job training hours.
- 7) To communicate effectively with apprentices using appropriate tools such as Microsoft Teams, and effective use of e-portfolios where remote assessment and tracking can be implemented.
- 8) To monitor, track and support the 'off the job' training hours of the apprentices to ensure that audit requirements are met and liaise with apprenticeship central team.

- 9) Make proficient use of EBS, Pro-achieve, E-Portfolio systems and other centrally approved systems to support accurate and timely maintenance of apprentice records to ensure adequate tracking of apprentice's progress is up to date and available when requested.
- 10) Work closely with EPAOs relevant to your Apprenticeship industry and stay informed on EPA developments and Apprenticeship updates.
- 11) Work closely with the central Apprenticeship team to ensure information is shared and apprenticeship details are shared on a regular basis.

Any other duties commensurate with the grading of this post may be required from time to time.

NOTE

The post may be based at one of the current College campuses, but the duties of the job may require the post holder to work remotely online should the situation require it.

It is the College's policy to establish and maintain a Risk Register and a Risk Management Policy. It is a condition of your employment that you become aware of these documents and that you follow the objectives and procedures of good risk management in your areas of work.

This post is not exempt from the Rehabilitation of Offenders Act 1974. For further details on our policy on the Recruitment of Ex-Offenders can be found [here](#).

The post holder is required to have a commitment to:

- The continuing development and implementation of the College's Diversity & Equality Policy.
- The management of risk within the College
- The health and safety of staff, students, and visitors in general and the College's policies and procedures in particular.
- The principles and procedures set out in the [College's Safeguarding and Child Protection Policy](#).
- The principles and procedures set out in the College's Data Protection Policy

PERSON SPECIFICATION
Site Assessor – Electrical

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
L2 English	X		AF
L2 Maths	X		AF
Appropriate Degree and/or vocational qualification or equivalent (please state this in your application) <i>18th Edition & AM2/AM2S.</i>	X		AF
Assessor award A1.	X		AF
EXPERIENCE			
Proven experience of working with Apprentices, employers or in an Apprenticeship based office		X	AF / IV
Proven experience of working with awarding bodies, EPAO's and curriculum teams.		X	AF / IV
Working with students of differing levels of ability and backgrounds. Experience and knowledge of Additional Learning support for Apprentices		X	AF / IV
Knowledge and evidence of ongoing curriculum development and managing the learning process		X	AF / IV
SKILLS, KNOWLEDGE AND ABILITIES			
Be highly organised, methodical and have a flexible approach to working practices	X		AF
Proven ability to use Microsoft Office, Word, Outlook, and PowerPoint	X		AF
Proven ability to work independently and as part of a large team, including the ability to team teach.	X		AF
Demonstrable excellent oral and written communication skills.	X		AF