

# Job Description and Person Specification

## Assessor Trainer

Team: Hospitality & Catering

Reports to: Deputy Head of Learning Hospitality & Catering

Location: Brighton & Hove

### Job Purpose

- To support the development of learners' knowledge, skills and behaviours throughout their programme.
- To apply theoretical and practical learning in practical work environments.
- To collaborate with colleagues and employers to meet learners' needs and achieve their potential.
- To effectively participate in, and comply with, all administrative aspects of awarding body requirements where required, alongside the College Quality Assurance and Evaluation processes.
- To ensure the learners' timely completion of their training and qualifications in partnership with employers.

### Key Responsibilities

- To support the learners' development of vocational competence and the wider skills that relate to employability.
- To train and/or assess learners within the relevant vocational area to awarding organisation standards in a timely manner.
- To apply relevant initial and diagnostic assessment to individualised training plans.
- To agree a training programme of development and assessment in partnership with the employer, setting realistic but challenging goals that meet the learners' and employers' needs, and include on and off the job training where required.
- To actively listen, provide feedback and engage learners in planning their individualised training programme through coaching and mentoring; supporting the delivery and achievement of additional qualifications as required.
- To assess learners' competence in relation to work-related/industry standards.
- To provide workbased practice of the assessment instruments in the EPA where required, give timely and constructive feedback on assessment outcomes and progress, review and set new targets with candidates.
- To complete relevant documentation in an accurate and organised manner, ensuring candidates are monitored and assessed against awarding body standards.
- To meet regularly with relevant curriculum and pastoral staff to ensure candidate progress is updated.
- To attend regular standardisation/team meetings, as required.
- To meet regularly with the Lead IQA to ensure learner progress is updated.

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## Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, Diversity and Inclusion policies and procedures;
  - The Group's Health and Safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

| Criteria | Essential/<br>Desirable | Assessed |
|----------|-------------------------|----------|
|----------|-------------------------|----------|

| <b>Experience</b>  |           |   |
|--|-----------|---|
| Relevant and recent vocational experience in the relevant industry sector                                | Essential | Application Form/<br>Interview/<br>Assessment |
| Experience of using a range of assessment techniques to prepare learners for timely End-point assessment | Essential |   |
| Experience of interpreting, developing and delivering training sessions                                  | Essential |   |
| Experience of tracking, monitoring and reporting candidate progress                                      | Essential |   |
| Demonstrable experience of a candidate and employer centric approach to delivery                         | Essential |   |
| Working within Post 16 training and assessment   | Desirable |   |

| <b>Knowledge</b>   |           |   |
|--|-----------|---|
| Working knowledge of the relevant vocational area                              | Essential | Application Form/<br>Interview/<br>Assessment |
| Up to date knowledge of the sector   | Essential |   |
| Working knowledge of Microsoft Office applications, including Word             | Essential |   |
| Up to date knowledge of Prevent and Equality and Diversity                     | Essential |   |
| An understanding of safeguarding vulnerable groups and the Data Protection Act | Desirable |   |
| Health and Safety legislation  | Desirable |   |

| <b>Qualifications</b>  |           |                                   |
|--|-----------|-----------------------------------|
| Level 2 in Literacy and Numeracy   | Essential | Application Form/<br>Certificates |
| Level 3 (or above for higher and degree apprenticeships) subject sector relevant qualification | Essential |                                   |
| Level 3 Assessor Award (TAQA or equivalent)  | Essential |                                   |
| Level 3 Teaching Award in Education  | Essential |                                   |
| Coaching and/or Mentoring award  | Essential |                                   |
| Verifier award   | Desirable |                                   |

| <b>Skills and Abilities</b>  |           |   |
|--|-----------|---|
| Ability to work using own initiative   | Essential | Application Form/<br>Interview/<br>Assessment |
| Proven IT and keyboard skills, including using email                                       | Essential |   |
| Ability to communicate to a diverse range of people at all levels, verbally and in writing | Essential |   |
| Time management skills, organisational skills and the ability to meet tight deadlines      | Essential |   |

## Person Specification

|   |           |  |
|---|-----------|--|
| Ability to work alone and as part of a team with interpersonal skills | Essential |  |
|---|-----------|--|

| <b>Attributes</b>  |           |           |
|--|-----------|-----------|
| Flexible in approach   | Essential | Interview |
| Commitment to equal opportunities, customer care and quality assurance | Essential |           |
| Commitment to the process of continuous review and improvement         | Essential |           |

| <b>Other Requirements</b>   |           |                       |
|---|-----------|-----------------------|
| Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK | Essential | Checks and Clearances |
| Ability to drive between sites and employer premises  | Essential |                       |
| To undertake continuing professional development  | Essential |                       |

Any appointment is subject to the Corporation's terms and conditions of service.

**Working hours per week:** 18.5

**Working weeks per year:** 52

**Salary range:** £21,511 - £23,508 pro rata per annum  
Where appropriate market supplements may be added if justified and approved in line with Market Factors Policy.

**Salary progression:** Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.

**Holiday entitlement:** The annual leave year runs from 1 January to 31 December. 24 days per annum. In addition, the days between Christmas and New Year are not deducted from your leave entitlement.

**Holiday restrictions:** Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.

**Pension scheme:** Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme ("LGPS"), based on certain qualifying criteria as determined by The Pension's Regulator. However, Bank staff may still elect to opt into the LGPS if they wish.