­­­­­­­**LEVEL 2 ASSESSOR HEALTH AND SOCIAL CARE**

**Service Area/Centre: Apprenticeships**

**Hours: 37 per week / 52 Weeks Per Year**

**Salary: Point 22-27**

**Reference Number: 3345**

**Responsible to: Head of Operations (Apprenticeships)**

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The Position

Working as part of the Apprenticeship team you will be responsible for a caseload of learners working on Health and Social Care provision from level 1 through to level 4. You will liaise with learners to plan and undertake assessments in the workplace, deliver high quality training and support and monitor them through all aspects of their journey to ensure timely completion and for apprentices successful achievement of End Point Assessment.

Main Duties and Responsibilities

1. Plan, prepare and deliver high quality training to groups and individuals both in college and in the workplace in accordance with the relevant qualification or apprenticeship standard and the College’s quality systems.
2. Plan, prepare and deliver training that builds apprentices and adults knowledge, skills and behaviours, sharing and planning the curriculum in partnership with employers
3. Visit employers to discuss initial training needs and the off the job training plan to enhance the impact the learner has on their ability to use the knowledge, skills and behaviours learnt in college in the workplace
4. Work with the team to support the recruitment, assessment and placement of learners with employers
5. Carry out health and safety appraisals
6. Carry out inductions in the workplace for learners
7. Timely completion of progress reviews and monitoring of all elements of the apprenticeship standard
8. Using the college online platform OneFile monitor learner attendance, progress and performance, offer appropriate feedback and action plans and communicate effectively with employers informing them of apprentice progress and achievement
9. Responsible for assessment of learners in the workplace in line with the qualification or the apprenticeship standard, providing written and verbal feedback for individual learners
10. Completion of appropriate paperwork to ensure timely entry to the apprenticeship standard gateway
11. Prepare apprentices for end point assessment throughout their journey working in partnership to allow them to achieve high grades
12. Manage an electronic diary
13. Timely production of reports and data to show accurate report of all learners' progress
14. To be actively involved in the work of the Centre including attendance at team meetings, open evenings and employer events
15. Participate in standardisation activity
16. Involvement in curriculum development relating to the professional and personal development of apprentices and adult learners
17. Participate in external verification visits alongside the Lead Internal Verifier.
18. Carry out marketing and promotional activities for the department
19. Flexible approach to work across the department
20. Undertake continuous professional development to keep up to date with initiatives and workplace practice and complete mandatory training.
21. Positively contribute to a safe learning and work environment ensuring compliance with Health and Safety and Safeguarding Policy and procedure.
22. All staff have a contribution to make to the way of which we engage with prospective and existing students, which is implicit in our vision, missions and goals and which places learners at the centre of what we do. Therefore all staff are expected to contribute to support colleagues who may have more day to day contact with learners. These include supporting key processes which enhance learners’ experience e.g. attendance at promotion activities and open events, supporting student admissions, enrolment, induction, provision of reception cover, invigilation and graduation events. These activities are not exhaustive and may vary from time to time.
23. Any other duties commensurate with the post

You should note that this job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing needs of the College, always in consultation with the post holder.

Author: Head of Operations (Apprenticeships)

Date: July 2023