

Job Description

Job Title:	Professional Trainer/Assessor Leadership & Management
Responsible To:	Work Based Learning Manager
Line Management of other staff:	No
Location:	Colchester
Salary:	£32,238 - £39,620 per annum
Date of last review:	August 2024

Purpose Statement:

In this role you will train, coach, mentor and assess a caseload of apprentices primarily on the Chartered Management Degree apprenticeship in liaison with our employer partner East Suffolk North Essex Foundation Trust (ESNEFT). In addition, you may be required to train, coach, mentor and assess Level 3 and 5 leadership and management apprenticeships and/or qualifications both in the college via formalised training sessions and in the workplace via coaching and observations towards agreed qualifications and apprenticeship standards.

The role will include developing apprentices' knowledge, skills and behaviours via robust planning and assessment in preparation for End Point Assessment ensuring that all apprentices successfully complete their apprenticeship to include the End Point Assessment.

Additionally, the role will have responsibility for training a range of commercial and adult funded courses such as but not limited to:

- Resilience and Wellbeing
- Introduction to Leadership and Management
- Leadership Through Change
- Business Start Up Skills

The successful candidate will need to demonstrate a background either academically or technically in the field of leadership and management. In addition to this the successful candidate will need to understand apprenticeship standards, regulated qualifications, and assessment methods.

Main Duties & Responsibilities:

1	In collaboration with University Centre Colchester and the delivery of the degree (a mandatory aspect of the apprenticeship), support apprentices map and understand how the knowledge from the degree relates to the workplace. Support apprentices to identify work-based evidence that will meet the behaviours and skills of the Standard. Where necessary support the apprentice to close any knowledge gaps and catch up on any missed learning. You may be required to prepare and deliver training to develop the knowledge, skills and behaviours required for non-degree programmes.
2	To ensure progress of CMDA and non-degree apprentices is reviewed, and feedback communicated with the apprentice and their line manager, as a minimum of once per 12 weeks. In addition to this, there may be times when caseload allows, that you will be required undertake progress reviews ad hoc for any other apprenticeship standards.
3	To carry out administrative tasks leading to apprenticeship enrolments and providing impartial Information Advice and Guidance (IAG) to employers and apprentices regarding specific apprenticeship standards and non-apprenticeship management qualifications.

4	To recognise apprentices with barriers to learning and signpost to specialist support as required to ensure progress is not affected. Provide additional coaching to ensure learning strategies are effective and do not limit progress. With the apprentice's permission you will be required to support the apprentice in communicating the additional learning plan where necessary.
5	Partake in curriculum development in leadership and management through innovative approaches and feedback from employers to ensure the existing curriculum meets the local skills needs and influences the development of new apprenticeships and non-apprenticeship programmes.
6	To provide apprentices and non-apprentices with SMART targets and monitor progress towards individual training plans, ensuring apprentices are ready to enter gateway within the agreed timeframes. Where apprentices and non-apprentices are not progressing as expected, introduce, and agree action plans with the employer leading to the timely achievement.
7	To provide apprentices and non-apprentices with timely and impactful feedback and feed forward to promote progress towards key milestones as recorded on the individual training plan.
8	Apprentices only: Carry out regular assessment of work through professional observations and coaching sessions to monitor progress against key milestones - including the completion and reflection of the 20% off the job training as outlined in the apprenticeship training plan and the development of the portfolio of evidence required for End Point Assessment (EPA).
9	Ensure all apprentices are robustly prepared for each EPA assessment method by following the college quality assurance process for apprenticeships. To include but not limited to <ul style="list-style-type: none"> • ensuring portfolio's meet to agreed standards, • apprentices are prepared for interviews/presentations etc. • employers' agreement that their apprentices are ready for EPA
10	Update monthly the risk register with apprentice progress and actions taken to mitigate risks of withdrawal or non-timely completion. Review actions frequently and monitor these to ensure actions are having the maximum impact leading to a positive outcome.
11	Support apprentices with all aspects of their apprenticeship as they prepare for Gateway and EPA. Set clear targets that will prepare the apprentice to achieve with a distinction (where possible). Ensure clear lines of communication between all key delivery staff involved in the apprenticeship and the apprentice's employer/line manager regarding the EPA and preparation for it.
12	For all student types, complete appropriate awarding body / funding body documentation and ensure compliance with required procedures as set out in the awarding body assessment strategy.
13	To attend regular programme standardisation meetings and briefing sessions in line with curriculum policies.
14	To continuously evaluate and improve the quality of learning delivery within your own work utilising and engaging with the college's development and observation programmes.
15	During all aspects of apprenticeship meetings with both the apprentice and their employer, seek opportunities to raise awareness and understanding of: <ul style="list-style-type: none"> • Safeguarding; • Prevent; • Equality & Diversity; • Health & Safety; • British Values. • Career and progression opportunities

16	Ensure all information is kept up to date in the relevant folders; Smart Assessor, and any other virtual learning environments required of the learning plan.
17	Create, amend, and revise the individual training plans adapting to changes occurring in the work environment and learning journey, whilst ensuring timely achievement.
18	Support college departments to achieve targets - including enrolment, retention, achievement, and customer feedback for apprenticeships.
19	Follow and contribute the development of area policies and procedures consistently seeking opportunities to continuously improve.
20	Offer impartial information, advice, and guidance (IAG) to all Colchester Institute customers, sign posting to both internal and external teams to influence destination and progression opportunities.
21	To develop and update personal professional expertise in the relevant areas.
22	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
23	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification

Job Title:

Professional Trainer/Assessor Leadership & Management

Qualifications	Essential	Desirable	How is this assessed?
Education to level 3 or above and/or a professional qualification in relevant subject area or equivalent.	✓		A
Education to level 7 or above and/or a professional qualification in relevant subject area or equivalent.		✓	A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent.	✓		A
Level 5 Teaching Qualification / completing within 3 years of employment or 3 years of the first available course.		✓	A / I
Assessor/Verifier Awards or willingness to complete within the first year of employment.		✓	A / I
Membership of a recognised professional body e.g. CMI, ILM etc.		✓	A / I
Experience	Essential	Desirable	How is this assessed?
Experience of working with a diverse group of learners with contrasting needs.	✓		A / I
Recent and demonstratable industry experience in the management sector.		✓	A / I
Experience of training and assessing against management (team leader, departmental manager and CMDA) apprenticeship standards and vocational qualifications.	✓		A / I / P
Experience of completing awarding body documentation as required.		✓	A / I

Knowledge and Skills	Essential	Desirable	How is this assessed?
Good knowledge and understanding of management standards and qualifications to include: <ul style="list-style-type: none"> • Project management • Finance • Communication • Operational management • Stakeholder management • Coaching and performance management • Self-awareness and personal development • Strategic management • Management procurement • Strategic people management 	✓		A / I / P
Excellent IT skills, including excel and the use of Outlook.	✓		A / I
Good team working skills particularly the ability to work closely and effectively with other staff.	✓		A / I
The ability to plan ahead to meet targets in a timely manner and to keep accurate records.	✓		A / I
Proactive approach to work and the willingness to take on new and challenging tasks.	✓		A / I
Excellent interpersonal, oral and written communication skills.	✓		A / I
Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		I
Knowledge of assessment and quality assurance processes and procedures.		✓	A / I
Personal Attributes	Essential	Desirable	How is this assessed?
A strong commitment to Equity Diversity, and inclusion.	✓		I
Keen desire to drive quality improvements within own area of responsibility.	✓		I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		I

Ability to work flexibly to meet changing needs and work demands.	✓		I
Continuously improving and commitment to own personal and professional development.	✓		I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test