

# (Maternity Leave) BA Assessor - Apprenticeships

### Job Description

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| **Responsible to:** | HoD for Apprenticeships |
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| **Contacts:** | Leaners, Employers, General Public, College Staff & Stakeholders, Government Agencies |
| **Job Purpose:** | To teach, assess and manage a caseload of Apprentice learners in accordance with the organisation’s quality guidelines. Support the learning process and plan the assessment process to ensure timely completion and achievement of Business Admin and/or Customer Service Apprenticeships |
| **Hours:** | Full time (37 hours per week) Fixed Term to cover maternity leave |
| **Salary:** | £23,471 to £26,444 per annum Grade F |
| **Annual Leave:** | Up to 25 days per year |
| **Pension:** | West Midlands Pension Fund and our employer contribution is 18.9%  Employee contributions depend on your annual salary see:  <https://www.wmpfonline.com/members> |
| **Staff Benefits:** | <https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1> |

**Role and Responsibilities**

As an assessor you will be allocated a number of learners engaged on Business Admin and/or Customer Service apprenticeships, you will be required to plan, mentor and assess all the necessary elements to satisfy the requirements of the qualification/standard.

Conduct workplace visits every 8 weeks with the employer and leaner to assess their Knowledge, Skills and Behaviours (KSB’s) in line with their qualification and/or business standard.

1. Workplace visits, (including a progress review) are to be conducted every 8 weeks, all appointments are to be made with the employer. An interim phone call/teams meeting should be scheduled to provide feedback on submitted tasks and issue further task. All tasks set should have a deadline for submission.
2. Tasks set are to gather evidence towards the learner’s portfolio and can obtained using multiple methods, ie: written, product and professional discussions.
3. One File is the e-portfolio system used to map the learner’s journey through the qualification, creating assessment plans for the learner to gather evidence of KSB’s, recording of OTJ (off the job). Progress reviews are also completed in One File.
4. Attend monthly Caseload Reviews with the Apprenticeship Coordinator to discuss learner progress, including how portfolio is building, exam results and behaviours. Apprentice end date will also be discussed to ensure they will complete timely.
5. Support our Learner Management process in ensuring all learners are focused, engaged and meeting our expectations as outlined in Induction.
6. Ensure both employer and learner is working towards End Point Assessment and has sound knowledge of what will be expected of them in order to progress into Gateway successfully and onto EPA.
7. Arrange and secure EPA arrangements with the awarding body for each learner.
8. To set English and Maths targets using BKSB during each workplace visit to ensure stretch and challenge is achieved in these areas. Use BKSB reporting to ensure learners are completing activities and diagnostic test are taken at regular intervals and results recorded in One File.
9. Stay abreast of changes within your areas of qualification in terms of curriculum development, availability of resources, changes to requirements for EPA.
10. Attend Standardisation Meetings with peers and Quality Lead.
11. To conduct exit interviews with leavers, record responses, analyse responses and feed results into programme review and action planning process.
12. To promote employer links and identify/promote training opportunities.
13. Undertake such other duties as may from time to time be required which are consistent with the level of post held.

**Under DBS legislation and guidelines this is a regulated activity.**

Any other duties, which may from time to time, be required and which are commensurate with the skills experience and grade of the post holder.

**Data Protection**

You are required to meet the specifications of the College’s Data Protection Policy as part of your conditions of employment. This will include information relating to past and prospective employees and students, suppliers and customers.

**Harassment and Discrimination**

You have a duty not to discriminate against or harass colleagues, contractors, students, parents, guardians or potential students or other College visitors, by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

**Safeguarding and Staff Code of Conduct**

You have a duty to abide by the Staff Code of Conduct and Safeguarding Policy.

**Health and Safety**

The College and its employees have legal obligations in respect of the health, safety and welfare of persons at work and the protection of others against risks to health and safety in connection with their activities. Specific health and safety responsibilities are detailed in the College Health and Safety Policy.

Other information for job holders/applicants:

**Disclosure and Barring Service Check**

This post, due to its nature, duties and responsibilities, will be subject to a check by the DBS. The level of check which will apply shall be an “Enhanced” level check.  Information about this disclosure can be found at [www.gov.uk](http://www.gov.uk).

To prevent abuse and implement good practice Halesowen College ensures that recruitment practices are robust and rigorous and that all staff employed have up to date and acceptable references, a full and complete employment history, an Enhanced DBS check and a check of the DBS barred lists.

**Safeguarding**   
Halesowen College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.  
Successful applicants will be subject to an enhanced Disclosure and Barring check.

**Equality and Diversity**

Halesowen College is proud of its work in embedding equality and diversity principles in its activities and welcomes applications from all suitably qualified people, irrespective of age, sex, gender reassignment, marital or civil partnership status, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, unrelated criminal convictions or family responsibilities.

We welcome all sections of the community and value the contributions to the achievement of the College’s mission that are made by members of the College from a wide range of backgrounds and experiences. All staff must demonstrate an awareness of equality and diversity principles, as set out in College policies.  On appointment staff are expected to be committed to and include equality and diversity principles in their work.

**Childcare Facilities**

There is a day Nursery on the Whittingham Road campus for babies from 12 weeks and children aged 2 to 5 years. It is open 8.00 am to 5.30 pm Monday to Thursday and 8.30 am to 5.00 pm Friday. Further details are available from the Nursery staff on 0121 602 7677.

It is registered at present for 29 children in the early year’s age range. The baby room caters for 9 babies.

**Information Technology**

The College has approximately 2,600 computers across its sites including PCs, laptops, netbooks and Macs running a range of industry standard software. Equipment is available for long and short term loans, and guest access to our wireless network is provided for personal devices. We also run a PC booking system to ensure you can get access to a computer when you need it. A wide range of classroom technologies are in place such as the Moodle Virtual Learning Environment, cameras, voting devices and interactive whiteboards/data projectors.

All staff and students are given a personal computer account with access to email and storage which is available on and off site.

**Smoking**

Halesowen College is a designated smoke-free environment within the perimeter of all College property by order of the College Governors, smoking shelters are provided. This rule applies equally to staff and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

**Campus**

The College has three sites, Whittingham Road, Shenstone House and Coombs Wood. Staff can be asked to be based at and/or work across all campuses.

**Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.**

