

19-093 – Assessor/Coach in Financial Services

Hours:	0 - 8 hours per week
Salary:	£14.0387 per hour
Duration:	Fixed Term until 30th November 2021
Location:	Colchester

Colchester Institute is looking for an Hourly Paid Assessor/Coach in Financial Services to co-ordinate all elements of the apprentice standard to achieve apprentices' individual learning plans and evidence portfolios.

This is a great opportunity to join Colchester Institute, one of the largest and well-known providers of general further education, higher education, and skills training in the region, with state-of-the-art facilities and workshops, operating across campuses in Colchester and Braintree. We will provide you with bespoke support and training from our expert staff.

Closing date: 29th October 2020

To apply please complete our Application form and return by email to jobline@colchester.ac.uk or by post to the Human Resources Team, quoting the job reference. We do not accept CV applications however, CV's can be provided in addition to our Application Form as supporting information if you wish.

[Download Application Form \(.docx\)](#)

[Download Application Form \(PDF\)](#)

All jobs at Colchester Institute require a Disclosure & Barring Service (DBS) check.

Please contact Human Resources on jobline@colchester.ac.uk or call 01206 712333 if you have any queries or would like further information.

Additional Information

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We strive to be an Equal Opportunities employer. All applicants who are offered employment will be subject to a Criminal Records check from the Disclosure and Barring Service.

Please visit our website www.colchester.ac.uk to obtain further details about the College.

Colchester Institute Job Description

Job Title:	Assessor/Coach Financial Services
Regulated Activity:	Yes
Responsible To:	Business Delivery Manager
Line Management of other staff:	No
Location:	Colchester
Salary:	Point 27

Purpose Statement:

To co-ordinate all elements of the apprentice standard to achieve apprentices' individual learning plans and evidence portfolios.

Main Duties & Responsibilities:

1	To work with apprentices and employers in a range of settings to develop skills, knowledge and behaviours to meet apprenticeship standards and interpret learning outcomes personally to the apprentice's role and environment.
2	To develop and agree a programme of learning in the workplace (to include 20% off the job learning) with apprentice and employer to ensure successful completion of the apprenticeship within the planned duration.
3	To assess current knowledge and deliver new knowledge in a classroom/online environment to a group of apprentices with mixed abilities and starting points.
4	Run monthly meetings with Apprentices in the work place and remotely (e.g. face-to-face, skype, webinars).
5	Build a relationship with the apprentice's line manager (and other employer staff as required) to facilitate the apprentice's development and time commitments and to review development and align with employer performance measures.
6	Provide support and guidance throughout the apprentice's learner journey to ensure progression against key milestones.
7	To carry out initial assessment, health and safety checks, sign up and induction for all new apprentices.
8	To carry out regular assessment visits and comprehensive review of progress and off the job learning with every apprentice. This will include planning assessment, observation, agreeing and reviewing targets and identifying areas for improvement.

9	Advise and coach the apprentice on relevant evidence to support the creation of a portfolio of work in line the end point assessment requirements.
10	To support and work with the Functional Skills team to upskill apprentice's knowledge in English and Maths (and ICT where applicable) at level 2.
11	To liaise with classroom and functional skills tutors to inform progress against knowledge, skills and behaviour in the classroom (if applicable).
12	To coach the apprentice and carry out more frequent reviews when at risk of not meeting targets/achieving and report impact of actions via the quality monitoring processes.
13	To observe and review work produced by apprentice, and provide constructive and informative feedback and feed forward, linking this feedback to the knowledge as recorded on the apprenticeship standard.
14	To monitor progress through an effective programme of coaching designed to supplement formal on and off-the-job training and assessment.
15	To assess apprentices' vocational competence and theoretical knowledge in both a realistic working environment and their place of work against the apprenticeship standard/qualifications.
16	To work to mitigate any risk of withdrawal and to support timely, successful completion of all elements of the apprenticeship provision.
17	To support and coach the apprentice and employer in preparation for end point assessment and agree with the employer the apprentice's readiness for Gateway.
18	To maintain apprentices' records and assessment documentation for verification and audit purposes.
19	To engage with the Colleges Teaching and Learning programme to inform development of knowledge, skills and behaviours as recorded in the apprenticeship standard.
20	To participate in the standardisation process to ensure that internal and external verification procedures are met to awarding and assessment organisations standards.

21	To maintain effective and up-to-date tracking and monitoring using the current e-portfolio system to ensure apprentice's 12 weekly progress is openly monitored and any obstacles to achievement are effectively and promptly dealt with and communicated to those involved in the apprentices learning journey.
22	To develop and update personal professional expertise in the relevant areas.
23	Adhere to and promote the College's Safeguarding, Equality & Diversity, College Values and Health and Safety policies and practices.
24	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

Colchester Institute Person Specification

Position: Assessor/Coach Financial Services

	Essential	Desirable	How is this assessed?
Qualifications			
Education to level 3 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
Assessor/Verifier Awards.		✓	A
Experience			
Up-to-date, broad based knowledge of the industry sector and subject area and least two years professional experience in the sector.	✓		A / I
An awareness of the requirements of current Apprenticeship Standards.		✓	A / I
Experience of working with employers.		✓	A / I
Experience of planning training programmes to meet individual need.		✓	A / I
Experience of coaching or assessing in the relevant industry sector.		✓	A / I
Knowledge and Skills			
Able to demonstrate a clear commitment to high standards and the ability to drive continuous improvement.	✓		A / I

Able to identify apprentices needs and be adaptive to their requirements.	✓		A / I
Able to identify and help learners to overcome potential barriers to progress and achieve.	✓		A / I
Excellent interpersonal, oral and written communication skills.	✓		A / I
Committed to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment and an understanding of the safeguarding practices.	✓		A / I
Personal Attributes			
Ability to travel across venues and campuses independently.	✓		A / I
Ability to liaise with senior staff, prioritise work and manage competing demands.	✓		A / I
Ability to be self-motivated/motivate others.	✓		A / I
Ability to be innovative, forward thinking and proactive.	✓		A / I
A strong commitment to equality and diversity.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

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