

**As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.**

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as a **Assessor/Trainer - Business Admin?**

<b>Job Title</b>	Assessor/Trainer - Business Admin
<b>Ref No.</b>	ME2425113
<b>Department</b>	Business Centre
<b>Reporting to</b>	Apprenticeship Manager
<b>Location</b>	Northampton, Booth Lane Campus
<b>Salary</b>	<p>In the range of £34,222 - £37,825 per annum</p> <p>Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.</p>
<b>Hours</b>	37 hours per week, 52 Weeks per year
<b>Contract Type</b>	Permanent

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

## REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 22%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

To be responsible for a caseload of apprentices completing their apprenticeships within the relevant timescale, guiding them through their apprenticeship from sign-up (enrolment) to End-Point Assessment (EPA) through the provision of high-quality progress reviews, support, advice and guidance. To ensure compliance with government funding regulations and quality assurance processes. To engage with employers to ensure apprentices have opportunities to develop the skills, knowledge and behaviours required for employment and successful completion of their apprenticeship.

## Main Duties and Responsibilities

1. To facilitate the full cycle of apprenticeship activity including recruitment, sign-up, and End-Point Assessments (EPA), ensuring timely and high-quality outcomes for apprentices. To ensure apprentices and employers are fully aware of the cycle of apprenticeship activity and that employers are aware of the opportunities the apprentice will require to achieve high grade outcomes.
2. To ensure apprentices make a successful transition from sign-up to starting their apprenticeship, with responsibility for the accuracy of required documentation and ensuring it is signed and fulfils funding regulations.
3. To guide and support apprentices through the creation and development of their portfolios and the process of recording their achievement. To assess submitted work, providing feedback that enables apprentices to improve the quality of their submissions, supports the preparation for their End-Point Assessments (EPAs) and ensures they understand the standards required to achieve high grades.
4. To carry out internal quality assurance processes for relevant apprenticeships (those with qualifications), ensuring portfolios are ready for external assessment/have been signed off appropriately. To report to, and liaise with, the relevant Lead Quality Assurer (LQA), ensuring that assessments are available, accurate and meet the required standards.
5. To facilitate apprentice reviews, in accordance with apprentice need and government funding requirements, enabling apprentices to reflect and self-evaluate their learning, including as they progress towards End-Point Assessments (EPAs). To set, monitor and review targets agreed with apprentices that support their learning, progression and achievement. To ensure that Assessor/Trainer and apprentice feedback, and the status of the apprentices' progress, is updated using the relevant database/system on a regular and iterative basis.
6. To monitor the progress of apprentices, acting on information gained from reviews and assessments to make effective interventions that support improvement, progression and timely achievement.
7. To provide coaching or mentoring, or deliver training to individuals or groups of apprentices, as appropriate, for the development of knowledge, skills and behaviours required by employers.
8. To promote the importance/integral nature of English and maths within the workplace, ensuring apprentices receive support to improve their English and maths skills as required.
9. To have an overview of the wellbeing of apprentices within the caseload. To ensure the early identification and referral of apprentices with additional learning needs. To ensure the health and safety of apprentices is regularly reviewed within the workplace and that any concerns are managed promptly in accordance with the College and workplace protocols.

10. To liaise with employers on a regular basis ensuring apprentices have opportunities to develop the appropriate work-based knowledge, skills and behaviours necessary for their apprenticeship and future employment.
11. To contribute to meetings reviewing apprenticeship progress, regularly updating the Apprenticeship Manager.
12. To carry out examination invigilation duties as required.

# Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above</li> <li>Relevant Industry qualification at least one level above the level being assessed (will be explored with shortlisted candidates during the selection process)</li> </ul>	<ul style="list-style-type: none"> <li>Relevant Assessor/Internal Quality Assurance qualification</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Contemporary knowledge of relevant vocational area</li> <li>Comprehensive knowledge of apprenticeship standards and compliance</li> <li>Understanding of Health and Safety principles and risk assessment processes</li> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting</li> <li>Understanding of the principles of data protection</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to effectively communicate in writing, verbally, and through active listening with a diverse group of colleagues, apprentices/students and stakeholders</li> <li>Ability to use a range of Information Technology (IT)/Information Communication Technology (ICT) systems, including Microsoft Word, Excel, and Outlook</li> <li>Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines</li> <li>High levels of attention to detail and accuracy</li> <li>Ability to provide a responsive and professional level of customer service at all times</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in an industry/occupation commensurate with the scope of the role</li> </ul>	
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence</li> <li>Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach</li> <li>Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions</li> <li>Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments</li> <li>Priorities the needs of the team, customer, and the organisation</li> <li>High degree of integrity and honesty</li> </ul>	

	Essential	Desirable
	<ul style="list-style-type: none"> <li>• Empathetic: demonstrates thoughtfulness towards others</li> <li>• Resilience: able to recover from setbacks quickly</li> <li>• Self-motivated: demonstrates initiative, positivity, and a proactive approach</li> <li>• Positive role model for students</li> </ul>	



## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

