

Job title	Assessor Trainer
Salary	£25,000 pro rata (£12,500 per annum)
Contract	Fixed term (for 1 year with potential extension)
Main Work location	Various locations across London– employer partners of City Gateway Trust
Hours of work	17,5 hours a week (excluding unpaid breaks)
Reports to	Employability and Apprenticeships Manager
Benefits	7% Employer pension contribution after 3 months 25 days annual leave + bank holidays Season ticket loan

Job purpose

The Assessor Trainer Employability is responsible for the assessment of apprenticeship learning in the work place (for legacy Framework learners) and for supporting the learning of apprentices following Standards. The post holder will be responsible for liaising with employer line managers regarding apprenticeship progress, communicating with apprenticeship learners, arranging for progress reviews, supporting the completion of e-portfolios planning and internal verification as required. The Assessor Trainer must be committed to ensuring that young people achieve their learning goals and have a passion to see young people succeed. They will work effectively with Functional Skills Tutors, Coaches, Managers and Employers to plan effective interventions to ensure learners achieve and positively progress.

Duties and responsibilities

- Assess learners in the workplace as required and according to formal guidelines and internal verification standards, managing a caseload of up to 20 learners
- Complete Progress Reviews and supporting learners in the completion of awarding body workbooks/projects etc.
- Assist with preparing learners for End Point Assessments
- Contribute to induction
- Contribute to Off the Job training
- Maintain accurate and complete records adhering to proscribed administrative processes
- Undertake remote internal verification activities and attend standardisation/moderation meetings at City Gateway Trust as directed
- Contribute to the development of Apprenticeship provision at City Gateway Trust premises

- Attend operational monitoring and supervision meetings at City Gateway Trust premises
- Other duties as are within the scope, spirit and purpose of the job as requested by the Line Manager or Head of Department - To include but not exclusive to attending training, participating in self-assessment review and evaluation, and internal and external quality assurance processes.
- Actively follow City Gateway policies e.g. Safeguarding, Data Protection, Equality and Diversity and Health and Safety etc.

Working conditions

DBS Check:

This role requires the successful candidate to complete a Disclosure Barring Service (DBS) check in compliance with City Gateway's DBS & Risk Assessment Policy.

Equality and Diversity

City Gateway is committed to equality and valuing diversity. We welcome enquiries from everyone and value diversity in our workforce.

Direct reports

N/A

Approved by Director:	<i>Signature of Executive Director responsible for area</i>	Date:
Approved by HR:		Date:

Attribute	Essential	Desirable
Education/ Qualification	<ul style="list-style-type: none"> ● IQA qualification ● Vocational qualification at L3 or above relevant to Frameworks/Standards provided by City Gateway ● L2 English ● L2 maths 	<ul style="list-style-type: none"> ● PTLLS
Proven Experience	<ul style="list-style-type: none"> ● Employment history in relevant sector ● Experience of assessing and supporting learners in the workplace ● Experience of supporting learners on Standards ● Experience of IQA of both Framework and Standards ● Experience of working with 'hard to reach' learners 	<ul style="list-style-type: none"> ● Experience of delivering training to groups
Skills & Abilities	<ul style="list-style-type: none"> ● Ability to relate well to young people and advise them effectively. ● Ability to motivate and inspire young people to learn and achieve in the workplace. ● Ability to plan assessment in order to meet accredited outcomes. ● Ability to give informed feedback and coaching. ● Ability to establish rapport and develop strong relationships with diverse employer line-managers ● Strong organisational skills. ● Ability to manage caseload to ensure KPIs and targets are met. 	
Personal Qualities	<ul style="list-style-type: none"> ● Able to support, promote and encourage City Gateway's Christian ethos, mission and values ● Shares City Gateway's values and method, and commitment to City Gateway's vision ● Self-motivated, with strong time-management skills. ● Able to see the potential in young people. ● Resourceful and able to think clearly under pressure. ● Passion to see young people succeed in the workplace. 	