Apprenticeship Assessor Trainer in Dentistry

Team: Health & Social Care

Reports to: Teaching & Learning Manager

Location: Chichester

Job Purpose

- To support the development of Apprentices' knowledge, skills and behaviours throughout their programme, through planned learning interventions.
- To apply theoretical and practical learning in both classroom and/or practical work environments.
- To collaborate with colleagues and employers to meet Apprentices' needs and achieve their potential.
- To ensure communication with employers is highly effective, and employers understand the Apprentices progress and support with the development/refinement of the individual learning plan at all points of the learner journey.
- To effectively prepare the Apprentice for the Apprentices assessments, and support Apprentice to achieve high grades.
- To carry out Apprenticeship assessment for embedded qualifications and the Apprenticeship Assessment, followed procedures prescribed by Awarding Bodies and Apprenticeship Assessment organisations as required.
- To effectively participate in, and comply with, all admininistrative aspects of awarding body and Assessment organisations requirements where required, alongside the College Quality Assurance and Evaluation processes.
- Where the Assessor/Trainer holds a L4 IQA qualifcation they may be asked to contribute to IQA activity, this would not be their substantial role, and they would receive remission from their Assessor caseload in agreement with their line manager.
- To ensure the Apprentices' timely completion of their training and qualifications in partnership with employers.
- To support the delivery of other work-based progreammes such as Skills Bootcamps, and ASF funded courses as required.

Key Responsibilities

- To support the Apprentice's development of knowledge, vocational competence and the wider skills that relate to employability.
- To teach, coach and/or assess Apprentices within the relevant vocational area to awarding organisation standards in a timely manner.
- To apply relevant initial and diagnostic assessment to individualised training plans.
- To agree a training programme of development and assessment in partnership with the employer, setting realistic but challenging goals that meet the Apprentices' and employers' needs, and include on and off the job training where required.

- To actively listen, provide high quality, constructive written and verbal feedback and engage Apprentices in planning their individualised training programme through coaching and mentoring; supporting the delivery and acheivement of additional qualifications as required.
- To assess Apprentices' competence in relation to work-related/industry standards.
- To provide workbased practice of the assessment instruments in the Apprenticeship assessment, where required, give timely and constructive feedback on assessment outcomes and progress, review and set new targets with Apprentices.
- To complete engaing and impactful Progress reviews with employers and Apprentices to support Apprentices to make good progress in their Apprenticeship and job role.
- To complete relevant documentation in an accurate and organised manner, ensuring Apprentices are monitored and assessed against awarding body standards.
- To meet regularly with relevant curriculum and pastoral staff to ensure candidate progress is updated.
- To support the implementation of the Personal Development programme to ensure Apprentices develop wider skills beyound the scope of the Apprenticeship to support their longer term goals, life skills and career development.
- To support Apprentices to develop their maths and English throughout their learner journey.
- To attend regular standardisation/team meetings, as required.
- To meet regularly with the Lead IQA to ensure Apprentice progress is updated.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.

- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
  - Human Resources policies and procedures;
  - Equality, Diversity and Inclusion policies and procedures;
  - The Group's Health and Safety policies and procedures;
  - Safeguarding and Prevent;
  - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Person Specification

Criteria	Essential/ Desirable	Assessed
Experience		
Relevant and recent vocational experience in the relevant industry sector	Essential	Application Form/ Interview/ Assessment
Experience of using a range of assessment techniques to prepare Apprentices for timely Apprenticeship assessment	Essential	
Experience of interpreting, developing and delivering training sessions	Essential	
Experience of tracking, monitoring and reporting candidate progress	Essential	
Demonstrable experience of a candidate and employer centric approach to delivery	Essential	
Working within Post 16 training and assessment	Desirable	
Knowledge		
Working knowledge of the relevant vocational area	Essential	Application Form/ Interview/ Assessment
Up to date knowledge of the sector	Essential	
Working knowledge of Microsoft Office applications, including Word and Teams	Essential	
Up to date knowledge of Prevent and Equality and Diversity	Essential	
An understanding of safeguarding vulnerable groups and the Data Protection Act	Desirable	
Health and Safety legislation	Desirable	
Working knowledge on e-portfolio systems	Desirable	
Qualifications		
Level 2 in Literacy and Numeracy	Essential	Application Form/ Certificates
Level 3 (or above for higher and degree apprenticeships) subject sector relevant qualification	Essential	
Level 3 Assessor Award (TAQA or equivalent)	Essential	
Level 3 Award in Education and Training (or equivalent)	Essential	
Coaching and/or Mentoring award	Essential	
Verifier award	Desirable	

Skills and Abilities		
Ability to work using own initiative	Essential	Application Form/ Interview/ Assessment
Proven IT and keyboard skills, including using email	Essential	
Ability to communicate to a diverse range of people at all levels, verbally and in writing	Essential	
Time management skills, organisational skills and the ability to meet tight deadlines	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	

Attributes		
Flexible in approach	Essential	Interview
Commitment to equal opportunities, customer care and quality assurance	Essential	
Commitment to the process of continuous review and improvement	Essential	

Other Requirements		
Satisfactorily meeting the Group's employment checks – a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks and Clearances
Ability to drive between sites and employer premises	Essential	
To undertake continuing professional development	Essential	

Terms and Conditions of Employment

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week:	22.2
Working weeks per year:	52
Salary range:	Pro rata of £26,695 - £34,531 per annum (i.e. £16,017 - £20,718.60)
Salary progression:	Salary progression is achieved through annual increments, in accordance with the Group's Performance Management Scheme.
Holiday entitlement:	The annual leave year runs from 1 January to 31 December. 111 hours per annum (25 days pro rata), rising to 124.3 hours (28 days pro rata) with each complete year of service as of 31 December, plus 35.5 hours bank holidays per annum. In addition, the Group closure days between Christmas and New Year are not deducted from your leave entitlement.
Holiday restrictions:	Leave cannot be taken on certain days designated by the Group, e.g. development and administration days. Leave is to be agreed in advance with the line manager. Academic staff or staff supporting teaching and learning cannot take leave during term time.
Pension scheme:	Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment. Bank staff will be subject to auto-enrolment into the Local Government Pension Scheme ("LGPS"), based on certain qualifying criteria as determined by The Pension's Regulator. However, Bank staff may still elect to opt into the LGPS if they wish.