

Job Description

Role Title:	Learning and Skills Assessor – Business and Professional Services
Normal Place of Work:	Weymouth Campus
Line Manager:	Apprenticeship Manager

Main purpose of role

As a newly united organisation, Coastland College combines the best of both institutions to create an enhanced learning experience. With improved resources, a broader range of courses, and industry-standard facilities across two picturesque campuses, we are committed to delivering excellence in further education. Our mission is to equip apprentices with the skills, knowledge, and confidence needed to excel in their chosen fields and adapt to the ever-changing world of work.

The primary purpose of the Learning and Skills Assessor role is to assess apprentices' competence against agreed standards within their specific vocational area. The role involves supporting apprentices to progress in their learning and skills, providing constructive feedback, and setting realistic learning goals while ensuring high-quality Assessment preparation practices. The assessor will work collaboratively with internal and external stakeholders to uphold quality standards and contribute to the organisation's overall success. They will also be responsible for their ongoing professional development to maintain occupational competency.

What we stand for:

Here at Coastland College, we have one purpose which stands as an ever-present and unchanging reminder of why we're here: to inspire our students and apprentices for individual success beyond expectation, ensuring that they are future-ready and prepared for today and tomorrow's world.

We're proud of who we are and the ambitious, dedicated teams who always strive to bring out the very best in our students. Recruiting more brilliant individuals who share our values and passion is so important to us, so do our values speak to you?

We are Connected: Inspired by our heritage, we play a key part in a collaborative ecosystem – where everyone has a platform to grow, contribute and make an impact beyond borders.

We are Courageous: In our relentless pursuit of excellence, we embrace challenges both big and small – we have the determination to succeed, through deep-rooted curiosity and resilience.

We are Dynamic: We embrace innovation, technology, industry advances and hands-on learning, in everything we do – helping and challenging employers to ensure they thrive in their sector.

We are Empowering: We create opportunities for all; our staff, our students, our community, the economy and the world – opening doors and helping everyone achieve their full potential.

We are Welcoming: We celebrate diversity, ensuring a safe, inclusive, supportive and sustainable environment for all – a space where everyone is valued and treated with respect.

What will the job entail?

- **Training and Assessment**
 - Prepare apprentices for Apprenticeship Assessment on their apprenticeship program.
 - Plan and conduct assessment activities in line with agreed standards to evaluate apprentices' knowledge, skills and behaviours.
 - Undertake apprenticeship program observations, predominantly in the workplace but also in college where required.
 - Design and deliver training, in both the workplace and the classroom, to meet the knowledge, skills and behaviours of the apprenticeship standard.
 - Deliver high quality assessment and feedback/feedforward to expected standards to guide towards end point assessment and awarding bodies where applicable.
 - Maintain accurate and up-to-date records of assessment activities, decisions, and learner progress.
 - Complete workplace reviews with apprentices and employers, recording progress and setting targets for the next learning period.
 - Provide Additional Learning Support, as required, to enable all apprentices to make positive progress towards timely success.
 - Promote opportunities for personal development that prepares apprentices for their intended job, career aim and/or personal goals.
 - Support learners to continually progress their knowledge and skills of English and maths
 - Operate in a variety of settings, including practical vocational environments and remote platforms, as required.
 - Work independently to meet deadlines and ensure assessment activities align with organisational and sector standards.
- **Apprenticeship Co-ordination and compliance**
 - Participate in learner interviews, and plan and deliver 'keep warm' activities, enrolment, and induction activities.
 - Contribute to the completion of all relevant documentation to progress the signing up and recording of new apprentices on the program and the progression of apprentices to End Point Assessment
 - Compile and maintain documentation that records the progress of apprentices on program against specified targets and provide evidence and reports in relation to this as required.
- **Apprenticeship Quality**
 - Actively participate in standardisation and moderation activities to ensure consistency and fairness in assessment decisions.
 - Contribute to the organisation's quality assurance processes and adhere to its policies and procedures.
- **Personal development**
 - Maintain occupational competency in the sector being assessed through ongoing professional development and industry engagement.
- **Other Responsibilities**
 - Support in areas where vocationally not competent for on program reviews when required.
 - Promote training opportunities to employers and contribute to the development of new business.
 - Attend regular Team, Department and College wide meetings and events both on and off college premises to include college open events.
 - Participate in staff development activities to support Continuous Professional Development (CPD) and maintain a CPD log to evidence personal development and impact on practice.

- To support and promote equality, diversity & inclusion at WKMC to ensure equality of opportunity for all apprentices, visitors and staff and the elimination of discriminatory practices.
- To maintain and promote a healthy and safe environment at WKMC to ensure apprentices, visitors and staff are safe from harm.
- To support and promote the safeguarding agenda at WKMC to ensure apprentices, visitors and staff are safeguarded.
- Any other duties connected with the post as are reasonably required from time to time (to include attendance and participation at open events)

Key Competencies

- **Occupational competency**
 - Occupational competency and expertise in the vocational sector where delivery will take place, and have up-to-date, subject specialist industry knowledge. This can be evidenced through qualifications and work history. For this role occupational competency will be mainly in the business administration sector.
- **Professional Communication**
 - Excellent communication and interpersonal skills to engage effectively with apprentices and stakeholders.
 - Ability to motivate and inspire apprentices to achieve their potential.
- **Work Independently**
 - Ability to work independently and manage time effectively to meet deadlines.
- **Flexibility**
 - Flexibility to work across multiple locations and environments as required.
- **Digital Skills**
 - Proficiency in using technology to support remote and face-to-face assessment activities.

All Staff Responsibilities, regardless of role:

- Embed safeguarding into all working practices and escalate any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective employees as part of the application process.
- Adhere to Health and Safety best practices and ensure a safe working environment for everyone, according to the Health and Safety at Work Act.
- Champion and be an advocate for Equality and Diversity throughout the College, complying with all related policies and their recommendations.
- Model and promote employee values and behaviours in accordance with the Staff Code of Conduct.
- Actively participate in your appraisal, contributing to a culture of courageous self-reflection, empowerment and professional growth.
- Positively represent and promote the College both internally and externally, acting as an ambassador.
- Contribute to cross College events, supporting and promoting the College across both campuses.
- Undertake appropriate personal and professional development activities engaging with the cross-College staff development and health and wellbeing activities.
- Use all available resources efficiently and effectively, in line with environmentally and sustainable practices.

Note: This job description sets out the main responsibilities for the post, however, is not intended to be an exhaustive list. Specific duties may change from time-to-time without changing the general nature of the post and the post holder is expected to be flexible in the range of responsibilities undertaken.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification, so this is your chance to showcase what you can offer. Please ensure you demonstrate in your application how you meet the criteria outlined below to give yourself the best chance of success at shortlisting stage.

Qualifications	Essential	Desirable
Hold qualifications or significant work history in the Business Administration sector.	Y	
Hold or be willing to undertake relevant qualifications to undertake assessment in the workplace D32/A1/TAQA3. Where not currently held, these will be delivered within the Learning and Skills Assessor Apprenticeship Standard.	Y	
Hold or be willing to work towards relevant qualifications to undertake quality assurance in the workplace D34/V1/TAQA4.		Y
English and Maths at Level 2 or above		Y
Hold a minimum of a Level 3 teaching qualification (PTLLS/AET) or be willing to work towards one.		Y
Hold qualifications or significant work history in the Retail sector.		Y
Knowledge and Experience	Essential	Desirable
Understanding of safeguarding practices and learner support mechanisms.		Y
Experience working with employers and industry partners	Y	
Experience working with e-portfolios or apprenticeship tracking systems		Y
Understanding of quality assurance and compliance requirements in Apprenticeships		Y
Understanding of apprenticeship standards and recent reforms within the sector		Y
Skills and Abilities	Essential	Desirable
Ability to provide clear, constructive and timely feedback	Y	
Ability to plan and maintain a work diary using M365 suite	Y	
Strong digital skills, including the use of M365 suite		
Personal Qualities	Essential	Desirable
Passion for supporting people to achieve their full potential		Y
Excellent communication and interpersonal skills	Y	
Ability to work independently and collaboratively within a team		
Positive, flexible and solution focused approach		
Other	Essential	Desirable
Full UK Driving Licence with Business Insurance with the ability to travel between campuses and employer sites	Y	

