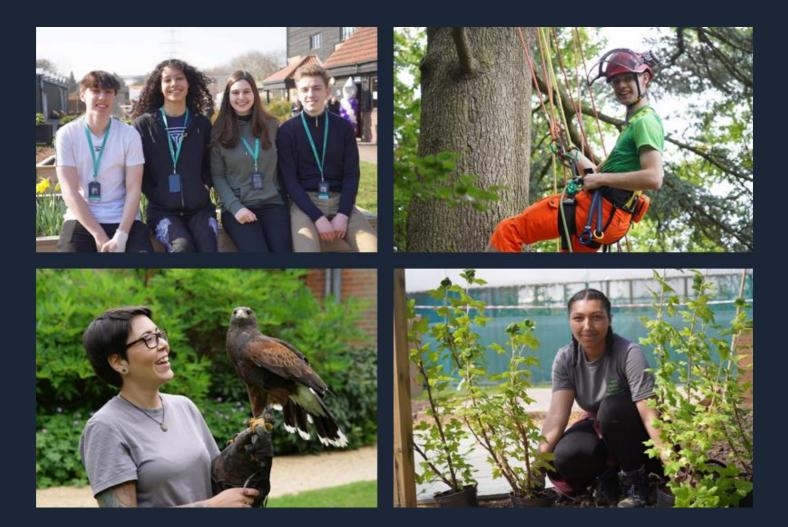
Capel Manor College

Work Based Assessor-Keeper and Aquarist

Job Description & Person Specification



capel.ac.uk

JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Horticulture Assessor
Scale	Business and Learning Support
Grade	Points 26-29
Responsible to	Head of Apprenticeships and Business Development
Location	Enfield with travel to other sites
Contract	Full-time, Permanent

Key Responsibilities:

The key responsibility of the Work Based Assessor will take responsibility for mentoring, coaching and assessing apprentices. The post-holder will prepare and deliver workshops, including the preparation of learning materials, conduct workplace visits and reviews. The ideal candidate will have a passion for aquatics, be enthusiastic to share this passion with others, and they will have the ability to inspire apprentices of all abilities.

Responsibilities:

- 1. Prepare and deliver training workshops for groups of apprentices to develop apprentice's knowledge, skills and behaviour
- 2. Provide instruction and training to apprentices, ensuring that apprentice training needs are met
- 3. Design and prepare learning material for workshops
- 4. Prepare for and conduct workplace reviews and assessments, ensuring apprentices understand assessment criteria
- 5. Conduct regular assessment visits in-person or remotely with apprentices and create action plans
- 6. Support apprentices in the completion of assessment portfolios
- 7. Track and mark apprentice coursework using the College's e-portfolio system, providing constructive feedback
- 8. Prepare apprentices for the end point assessment process
- 9. Ensure that English and Maths functional skills are embedded into support where appropriate
- 10. Comply with College quality assurance processes as required
- 11. Provide educational and welfare support to apprentices, as necessary
- 12. Ensure that regular dialogue relating to progress and any issues is maintained with apprentice's employers
- 13. Maintain accurate records of enrolment and attendance, regularly updating information for compliance and learner absences
- 14. Contribute to the delivery of professional short courses at the College
- 15. Continuously seek feedback from apprentices and employers to improve service quality
- 16. Contribute to the enrolment and sign-up process in line with College procedures
- 17. Carry out health and safety assessments, where necessary and ensure that apprentices are aware of their obligations relating to health and safety
- 18. Maintain accurate records for all apprentices
- 19. Support the business development team in promoting apprenticeships at the College. This may include attending careers events, open days, publicity events and building relationships with industry employers

General Responsibilities:

- 1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
- 2. Participate in College programmes of staff appraisal and continuing professional development
- 3. Develop effective working relationships internally and with external partners
- 4. To operate at all times in line with the College's values and behaviours
- 5. Undertake other duties as may reasonably be required in the interests of the efficient functioning of the College

PERSON SPECIFICATION

Qualifications

- Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period
- A level 5 qualification in a relevant subject is desirable
- Assessor and/or internal verifier awards are desirable

Experience

- Relevant industry experience is essential
- Experience working with apprentices is desirable
- Experience providing training and instruction to others

Skills, Abilities and Knowledge

- An understanding of apprenticeship frameworks is desirable
- To be able to instruct and assess practical skills
- Excellent administrative skills including use of MS office suite
- Effective communication and organisation skills
- Ability to develop positive working relationships with individuals at all levels
- The ability to work on own initiative and as part of a team
- The ability to communicate effectively orally and in writing
- Enthusiasm to share passion of horticulture with others

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery
- Should the position involve regular driving, a clean driving licence is required