

Capel Manor College

Work Based Assessor- Keeper and Aquarist

Job Description & Person Specification



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