

**Manchester City Council
Manchester Adult Education Service
Directorate for Strategic Development**

**Role Profile
Apprenticeship Assessor and Trainer (Band A)
Reports to: District Programme Leader (Band B)**

Key Role Descriptors:

The role holder will develop and deliver high quality teaching and learning apprenticeship programmes that support learners to develop and progress in their employment.

The role-holder will deliver Apprenticeship standards. They will have a caseload of learners and will work closely with employers to support learners to develop in the workplace.

The role holder will assess learners' work in line with apprenticeship standards and ensure that learners are well prepared to develop and progress in the workplace upon completing their course.

Key Role Accountabilities:

Work within a team to plan and deliver programmes that meet the Ofsted standards for outstanding or good teaching, learning and assessment.

Build strong relationships with employers and complete regular progress reviews in line with policies and procedures

Assess learners' prior knowledge, skills and experiences, provide guidance about relevant programmes/pathways that meet learners' needs and make referrals to other agencies where appropriate.

Support, encourage and motivate learners on courses to develop broad employability and functional skills as well as achieving their primary learning goals.

Complete relevant administrative processes to a high standard, ensuring accuracy and confidentiality and support data collection to evidence the effectiveness and impact of the service

Comply with all quality assurance and compliance systems to support service improvement and maintain high standards of service delivery



Personal commitment to continuous self development and service improvement.

Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.

Where the role holder is disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the role. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Role Portfolio:

This role sits within Manchester Adult Education Service (MAES).

MAES objectives:

- To improve the skills and qualifications of adults in Manchester.
- To work with partners to commission and deliver integrated services to support residents into employment.
- To stimulate participation and achievement in community learning and volunteering to improve health, wellbeing and community cohesion.

The Apprenticeship Assessor and Trainer will:

- Plan and deliver courses in line with the standards laid out by awarding organisations, these may be in class or online sessions
- To assess accurately learners work, both formatively and summatively, against appropriate apprenticeship standards to ensure learners achieve their qualifications.
- Have experience managing a caseload of learners
- Work in partnership with local schools/colleges
- Support learners to meet the apprenticeship standards through portfolio evidence and assessing in the workplace, including maintaining candidate records, performing work-based observations and providing supportive feedback.
- Support learners and employers in meetings to ensure timely completion of work and high standards are met at all times
- Conduct initial assessments and skill interviews with learner and employers to identify gaps
- Utilise learning technologies to enhance the learners' experience.
- Support the curriculum area with promotion of and recruitment to the offer.



Key Competencies and Technical Requirements

Our Manchester Behaviours

- We are proud and passionate about Manchester
- We take time to listen and understand
- We 'own it' and we're not afraid to try new things
- We work together and trust each other

Generic Skills

- **Communication skills:** Good literacy and numeracy skills to undertake calculations and produce letters and other documentation. Demonstrates an understanding of the views of others and communicates in a realistic and practical manner using appropriate language and medium, listens attentively to views and issues of others and responds to issues arising. Ability to communicate clearly and effectively taking account of individual need including consideration of accessibility issues.
- **Analytical skills:** Able and confident to resolve moderately complicated queries in their area of knowledge using logical thinking to explain reasoning behind decisions or actions taken. Ability to present information using simple descriptive statistics; mathematical averages, percentages, appropriate tables and charts.
- **Planning and organising:** Demonstrate the ability to organise multiple tasks in the most effective way, and allocate time and energy according to task complexity and priority
- **Problem solving and decision making:** Is able to make effective decisions on a day-to-day basis, taking ownership of decisions, demonstrating sound judgement in escalating issues where necessary. be logical in thinking and explain reasoning behind decisions or actions taken
- **ICT skills:** Skills to use ICT systems to obtain and analyse data and present it effectively through a variety of ICT channels.
- **Administrative skills:** Ability to use and accurately maintain effective administration systems in a rapidly changing environment
- **People management:** Ability to organise own and others activities with an ability to carry out operational planning for a specific service area.

Technical requirements (Role Specific)

- Hold a teaching qualification (essential) and recent experience of delivering apprenticeship standards
- Hold a degree and/or a Vocational related qualification in the subject area (essential)
- Hold GCSE A* - C / 9 - 4 in English and maths or equivalent (essential)
- The role-holder will have experience of assessment and verification processes for apprenticeship standards
- Hold Assessors qualifications (desirable) or willingness to achieve within 6 months
- Prior knowledge and experience of apprenticeships, a teaching qualification and subject competency is required.
- Knowledge and experience of the use and development of e-learning portfolios and learning technologies, including familiarity with Virtual Learning Environment systems, preferably Google Classroom or willingness to learn