

Job Description – Trainer Assessor: Business and Professional Skills (IAG)

Located in	Reporting to	Hours
Hybrid	Head of Business and Professional Skills	37.5 per week

Job Purpose

To facilitate learning, assess and improve the skills of learners, supporting them to achieve their apprenticeship or employer-based qualification, by providing high quality teaching, training, coaching, and mentoring and ensuring a stimulating learning and assessment experience.

Key Responsibilities

- Responsible for an agreed caseload of apprentices and employer-based learners, providing them with high-quality training, coaching, mentoring and assessment to achieve their apprenticeship standard, and/or associated qualifications, in a timely manner.
- Ensure that assessment of learners’ starting points is used in planning and sequencing their training regarding knowledge, skills, behaviours, English and maths development.
- Develop and agree individual training plans, in collaboration with employers, which provide support to learners to meet the content of, and effectively prepare them for, the final assessment/end point assessment.
- Ensure that all learners and employers are provided with a comprehensive induction programme, confirming that employers know their roles and responsibilities in the collaborative relationship to support the progress of their learner.
- Develop and implement effective training and learning strategies and activities, including resources to support learners in making progress towards successful completion of their learning programme.
- Provide training, coaching and assessment ensuring training meets standards set by Acorn Training and Awarding Organisations (AO), including complying with the relevant AO and Acorn Training quality assurance processes and requirements in all assessment practice, and presenting learners’ work for quality assurance purposes when required.
- Ensure that off-the-job training is effectively planned and tracked as part of the individual apprentices’ training plan and is robustly monitored.
- Actively support and encourage the continuous development of learners’ English, maths, and digital skills.
- Ensure all learners have access to pastoral support, including ensuring a good understanding of Safeguarding, Prevent, Radicalisation, Equality, Diversity and Fundamental British values.
- Organise and plan assessment opportunities and regular review meetings with learners and their employer to set and review targets and progress, and ensure constructive feedback that is developmental, is documented and provided to enhance learners’ progress.

- Provide information, advice and guidance to learners and employers throughout their programme, ensuring that all learners are aware of Guidance and Wellbeing available to them to support their progress.
- Effectively manage timescales and be clear in setting and agreeing objectives and deadlines, monitoring training and assessment outcomes and achievement.
- Carry out employer health and safety risk assessment reviews, where necessary.
- Maintain an electronic diary of sessions and visits to the learners in their workplaces, ensuring visits and interactions are planned, adhering to the lone working policy.
- Maintain accurate records for all apprentices and employers in electronic systems, ensuring that all interactions are documented in a timely manner.

Key Performance Indicators

- The progress made by learners over time, as measured by their performance, skills development, and achievement of specific learning outcomes from their starting point.
- The quality of feedback provided to learners, including its effectiveness in guiding their development and continuous improvement.
- The standard and quality of teaching, learning and assessment practice, in both 1:1 and group delivered sessions.
- The level of engagement and collaboration with stakeholder, ensuring effective coordination and alignment in assessment processes and practices.
- The level of learner and employer satisfaction with the teaching, learning and assessment process and approach.
- The timeliness and level of learner achievement, including improved performance, increased knowledge retention, and enhanced skills acquisition.

Health and Safety

- You will ensure you follow all Acorn Training health and safety guidelines and fire regulations set out in the policies, follow safe working practices and complete any mandatory training.

General

- Be aware of and follow all Acorn Training policies.
- Have regular 121's throughout the year to monitor performance, objectives and progress and support your personal development and wellbeing.
- Take part in any required training needed to fulfil your role.
- Commitment to the Professional Standards – Values and Attributes, Professional Knowledge and Understanding and Professional Skills.
- Promote and uphold the principles, policies, and all relevant statutory requirements, including the Equality Act, the HASWA, GDPR and Safeguarding, including Prevent.
- Undertake such other duties as may be required from time to time commensurate with the level of the post.

Person Specification

Criteria	Essential	Desirable
Qualifications and specific training	<ul style="list-style-type: none"> • Level 5 or higher in IAG subject sector specialism • Level 3 Certificate in Assessing Vocational Achievement (CAVA) or equivalent. • Level 3 Award in Education and Training (AET) or equivalent. • GCSE grade A*-C (or equivalent) in English and Maths. • Full, clean driving licence and access to vehicle for travel. 	<ul style="list-style-type: none"> • Level 4 IQA qualification • Level 5 Certificate in Education and Training (CET) or equivalent • IOSH Health and Safety at Work qualification. • First Aid at Work qualification.
Experience	<ul style="list-style-type: none"> • Recent vocational experience or history of industry related continuous professional development. • Experience of dealing with employers in a professional capacity. • Experience working with e-Portfolios. • Meeting targets for timely achievement. • Working successfully as part of a team. 	<ul style="list-style-type: none"> • Supporting learners to achieve successful outcomes in a work-based environment. • Working with a diverse caseload of learners (i.e., Apprentices, Adult Learners, Commercial Learners)
Knowledge	<ul style="list-style-type: none"> • Deep knowledge of business, customer service, management, or HR practices. • Knowledge of adult learning principles and instructional design methodologies. • Familiarity with the latest trends, technologies, and best practices in business and professional skills development. • Knowledgeable in the use of ICT to support teaching, learning, assessment, and communication. 	<ul style="list-style-type: none"> • Up-to-date knowledge of the expectations of Ofsted, and subject knowledge and expertise that reflects best practice in the field or sector.
Skills	<ul style="list-style-type: none"> • Good communication and interpersonal skills. • Good record keeping skills and attention to detail. • Efficient time management. • Ability to influence others. • Able to work flexibly and using own initiative. • Highly motivated and proactive. • Always maintain a professional approach and act with integrity. 	