

Job Description

Job Title	Assessor / Coach
Department	Training
Reports to	Regional Training Manager
Responsibilities for staff	None
Hours of work	8.5 hours per day, Monday - Friday
Salary / Benefits Allowances	£21,000 plus bonus scheme Laptop Mobile Phone
Job Purpose / Objective	<ul style="list-style-type: none"> • To deliver vocational qualifications, coaching and assessment of learners in accordance with the National Standards using a range of assessment methods. • To work with childcare providers to ensure that training provision meets their needs as a business
Specific Duties	<ul style="list-style-type: none"> • Deliver QCF Qualifications and Apprenticeship frameworks within agreed time frames – including Level 5 and functional skills in Maths, English and ITC • Develop and agree realistic plans for learning and assessment with learners, taking into consideration their needs as an individual, and the needs of the childcare provider • Support, coach, and mentor learners to achieve timely completions in line with Parenta’s contractual obligations, both face-to-face, and remotely • Ensure learners are given fair and constructive feedback on all assessment decisions • Conduct reviews on an 8 weekly basis, including reinforcement of health and safety requirements, equality and diversity, safe guarding and career aims and progression • Achieve contractual targets as defined by the company • Enrol and induct learners onto their chosen qualification in consideration of the needs of the childcare provider • To assist in the recruitment of learners and settings to participate in QCF programmes • Liaise with and promote a positive relationship with all setting managers • Ensure all marking is undertaken within agreed timescales • Maintain and build on existing and new employer/learner relationships • Achieve average timely completion rates of 90%

<p>General Duties</p>	<ul style="list-style-type: none"> • Comply with and complete all relevant company paperwork • Comply with statutory and company policies and procedures • Work collaboratively with all members of the Parenta team to promote provisions and maximize profit • Abide by Ofsted, QCF and company regulations at all times, ensuring that portfolios and learner files satisfy awarding body criteria • Actively participate in, and promote, the safeguarding of children, young people and vulnerable adults. • Practice and promote the importance of equal opportunities and diversity considerations, both for learners, and within the workplace. • Attend team meetings and standardisation meetings • Keep up to date with changes to national standards • Work towards further professional qualifications to enhance skills and knowledge. • Manage and maintain a strict and cost effective diary, ensuring that the training management team/ line manager are aware of your location at all times • Organise and maintain a CPD file, ensuring current occupation competence is up to date and recorded. • Maintain out of funded learners at below 5% for a period of up to 3 months • Take responsibility for all day to day queries and questions that learners may have
<p>Occasional Duties</p>	<p>Other reasonable duties, as required by the post's line manager.</p>