

## Job Description

Job title	Training & Assessment Officer for Children and Young People and EYE.
Reports to	National Training Manager
Rate of pay	£27,500 per annum starting salary
Benefits	£300 per month essential car user allowance Performance related bonus
Hours	37.5 hours per week
Location	London, Kent and Surrey
Primary purpose	To deliver quality teaching, learning and assessment to learners, to defined quality standards across all Apprentice / QCF programmes within the range of own occupational competence and to support members of the delivery team as required.

### Principal duties:

1. To manage and deliver Teaching Learning & Assessment (TLA) to a caseload of up to 45 learners and to ensure that this caseload complies with the following:
  - Past Planned End Date (PPED) (this should not exceed 5% of the caseload)
  - Expected completions (a minimum of 90% of the caseload to achieve)
  - % on track learners (not below 90%)
  - % off track learners (not to exceed 10%)
  - TLA sessions occur every 4-5 weeks or more
  - Progress Reviews occur every 10-12 weeks
  - All areas of the framework/ qualification to be delivered (including Functional Skills).
2. To maintain accurate and up to date records of training, planning, registration, assessment, certification and observations of practice, in line with Ofsted, Awarding Organisation and ESFA guidelines.
3. To work closely with the Business Development team to support the recruitment of learners to supplement caseload and ensure new learners are recruited in line with departmental targets.

File location: J:\Quality\Quality Department\Staffing\Staff Job Descriptions  
 Approval date: 01/08/2017  
 Review date: 01/08/2018  
 Approved by: Mike Williams

4. To ensure the consistently high quality of provision and the quality of the learners' experience is not compromised.
5. Contribute to Standardisation and Quality Improvement meetings as required.
6. To maintain continuous professional development to ensure an up-to-date knowledge and understanding of new developments and Awarding Organisation requirements is maintained.
7. To contribute and manage own development in all aspects of continuous quality improvement, Awarding Organisation, Ofsted and business requirements, including the usage of the centre's e-portfolio system as a management information tool.
8. To follow, and implement, the centre's Learner Progression and Activity, Learning Support and Functional Skills Policy and Procedures, including planning appropriate monthly sessions and providing ongoing advice and guidance to learners and employers in order to support the centre to meet its minimum timely qualification achievement rates.
9. Work to challenging and improving performance standards to maintain standards of best practice.
10. Promote genuine equality and diversity in all aspects of curriculum delivery and service delivery.
11. Take responsibility for the health, safety and safeguarding activities applicable to the post as set out in the company's policy statements.
12. Undertake any other duties consistent with the basic objectives of the post.

It must be understood that every employee has a responsibility to ensure that all work undertaken is carried out in a way that complies with the company's policies, procedures, quality standards and codes of practice. This includes an obligation to show due regard for Health, Safety and Safeguarding, Equal Opportunities, confidentiality and the highest standards of customer care. Where the post will involve working within the regulated activity of clients and/or involve contact with children or vulnerable adults, Progress to Excellence Ltd will be required to complete a criminal records check through the Disclosure & Barring Service (DBS).

All employees are also expected to actively participate in performance reviews, the identification of their own training needs and attendance at any appropriate training events.

Person specification	
Commitment	<ul style="list-style-type: none"> <li>• Commitment to the Company's values and standards including safe and healthy working practices, equal opportunities and dignity and respect at work.</li> </ul>

File location: J:\Quality\Quality Department\Staffing\Staff Job Descriptions  
 Approval date: 01/08/2017  
 Review date: 01/08/2018  
 Approved by: Mike Williams

	<ul style="list-style-type: none"> <li>• Willingness to be flexible in approach to work and travel.</li> </ul>
	<ul style="list-style-type: none"> <li>• Positive attitude to work and taking instruction from others.</li> <li>• To developing self through training.</li> <li>• To work in line with the Common Inspection Framework.</li> <li>• Time keeping and attendance.</li> <li>• Strong commitment to equality of opportunity, dignity and respect at work and appreciation of diversity</li> <li>• Commitment to working in a way that promotes safety, health, safeguarding and preservation of the environment.</li> <li>• Cover a wide geographical area (aim to keep within a 2-hour radius of home address).</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Working in a fast paced training environment.</li> <li>• Experience and understanding of SASE framework requirements within the specified sectors.</li> <li>• Achieving results through others.</li> <li>• An understanding of the examination processes.</li> </ul>
Essential attributes	<ul style="list-style-type: none"> <li>• Working as part of a team.</li> <li>• Strong customer focus.</li> <li>• Manage changing priorities.</li> <li>• Problem solving.</li> <li>• Strong communication skills, written and verbal.</li> <li>• Analyse information and identify issues.</li> <li>• Draft and present clear and concise reports and structure information into a logical sequence</li> <li>• Create and maintain professional and productive relationships</li> <li>• Accuracy and attention to detail</li> </ul>

File location: J:\Quality\Quality Department\Staffing\Staff Job Descriptions  
 Approval date: 01/08/2017  
 Review date: 01/08/2018  
 Approved by: Mike Williams

	<ul style="list-style-type: none"> <li>• Effective numeracy skills.</li> <li>• Flexible approach to work.</li> <li>• Ability to work under pressure and to tight deadlines.</li> <li>• Hold a full clean driving licence.</li> </ul>
Qualifications and training	<ul style="list-style-type: none"> <li>• Commitment to CPD/professional development/safeguarding.</li> <li>• A1, L3 TAQA or equivalent.</li> <li>• V1, L4 TAQA or equivalent.</li> <li>• CTTLS /Cert Ed/PGCE or equivalent or willingness to work towards.</li> <li>• GCSE Grade A*-C in English and math's, or equivalent.</li> <li>• GSCE Grade A*-C in ICT, or equivalent.</li> <li>• Vocational competence and experience to deliver Apprenticeship frameworks in specified areas up to and including Level 5.</li> </ul>
	<ul style="list-style-type: none"> <li>• Effective oral/written communication skills.</li> </ul>

File location: J:\Quality\Quality Department\Staffing\Staff Job Descriptions  
 Approval date: 01/08/2017  
 Review date: 01/08/2018  
 Approved by: Mike Williams