

Job Description

Title: Trainee Assessor

Summary/Purpose: The role is responsible for increasing company performance through the delivery of high quality training that secures positive outcomes and supports continuous improvement in provision. It supports and inspires learners throughout their training journey, ensuring each individual follows a clear and structured pathway that enables them to progress confidently, demonstrate their skills, and achieve recognised qualifications. By combining effective training delivery, assessment, and personalised learner support, the role ensures learners achieve meaningful results.
Assessor Award or equivalent qualification and appropriate occupational competence required.

Reporting to: Performance Manager

Supervising: N/A

Duties and Responsibilities:

Quality

- Ensure Internal Quality Assurance systems are performed and maintained as per code of practice.
- Follow and maintain Award Body qualification requirements in line with current standards
- Ensure the learner journey is effectively planned, accurately documented, and consistently updated to enable timely achievement of outcomes.

Training / Assessing

- Deliver high quality knowledge and competency-based assessment to assigned learners/clients ensuring the highest possible standards are achieved.
- Covering a regional area, travelling to visit learners in workplace to undertake assessments. Effective management of caseload and scheduling is critical
- Support learners to progress through the learning journey through effective planning, feedback and regular learner interaction.
- Responsible for owning the timely completion of qualifications of each learner on your caseload
- Responsible for conducting monthly learner progress reviews and agreeing clear measurable targets by communicating progress and achievement of learners to the manager / employer consistently throughout the programme.
- Complete Individual Learning Plan's with all learners to ensure effective and appropriate support is provided throughout the learner journey and progress is recorded.
- Enhance learner experience and support and develop literacy, numeracy ICT and digital skills
- Reference and mark evidence collated in the workplace for core qualifications and Essential Skills requirements.
- Plan and coordinate effective learner inductions with learners and employers, ensuring the full learner journey is agreed, documented and regularly reviewed.
- To arrange further training through day release and to deliver in-house training support as required.
- Support with curriculum development to enhance learner experience
- Engage with employers, maintaining good working relationships, supporting learner engagement and achievement.
- Ensure learners work is assessed to ensure IQA sampling can be carried out at formative, ongoing and summative stage
- Ensure facilitation of controlled tasks and tests are conducted in a professional manner.
- Maintain knowledge and adherence to Work Based Learning Professional Standards, Education Workforce Code of Practice and company's Code of Conduct

General

- To ensure security of company assets
- To comply with all company policies and procedures
- To comply with the companies safeguarding policy & procedure
- To comply with Equal Opportunities Legislation and be proactive in challenging prejudice, discrimination and stereotyping.
- To implement in full the Company's quality policies and procedures.
- To consult the Company Health and Safety Policy with regards to their specific responsibilities as described in the general arrangements section
- To give consideration to their actions at work as to how they may affect the safety of Learners, clients and visitors to Company premises
- Support and demonstrate the organisations core values
- Ownership mindset. Demonstrates accountability and reliability, taking responsibility for own actions and timely achievement of KPI's.
- Co-operate with all staff to achieve a healthy and safe workplace and reporting any risks identified, at the company's or others premises, to the designated Health and Safety Officer.
- Other duties that may be identified from time to time by the Company.
- Attend relevant training / personal development programmes

Person Specification

	Essential	Desirable
Experience & Qualifications	Occupational experience in delivery route Willingness to work towards Assessor Award (CAVA) Full driving licence with use of own vehicle	Experience of delivery within the required area of training Experience of delivering apprenticeship qualifications Experience of Work Based Learning Experience of Award Body practices Qualified or with the potential and willingness to work towards <ul style="list-style-type: none"> • CAVA Qualification or equivalent qualification • ESW Communication Level 2 • ESW Application of Number Level 2 Assessor experience Qualified or with the potential and willingness to work towards <ul style="list-style-type: none"> • TAQA Qualification or equivalent qualification • City & Guilds 9300 Level 2 in supporting Adults and Young People in Essential Skills
Skills	Excellent organisational skills Excellent communication and interpersonal skills Work effectively within a team	Fluent in Welsh
Knowledge	Safeguarding & Prevent Knowledge and understanding IT Literate	

Characteristics	Empowers others Demonstrates a passion for learning Demonstrates a commitment to inclusion Fosters growth by proactively improving processes and practices Self-motivated, self starter. Flexible in approach. Ability to work under pressure Reliable Enthusiastic Team player	
------------------------	--	--