



Trainer/Assessor in Accountancy

Job Description

Area	: Apprenticeships and Skills
Salary	: £25,412 - £27,747 (per annum)
Hours of Work	: Full-Time/Part-time
Line Manager	: WBL Lead
Responsibility for	: Coaching, assessment and training up to level 4; : Planning a detailed sequenced programme of delivery to meet knowledge, skills and behaviours; : Support learner progress through assessment and delivery of knowledge, skills and behaviours; : Ensuring timely achievement of apprenticeship standards; <i>and</i> : Promoting and safeguarding the welfare of children and young persons in line with college policies.

Main Purpose of Job:

To provide innovative and engaging assessment of learners up to Level 4, support learner progress through coaching and assessment in the workplace and classroom environment in order to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner satisfaction;
- Is effective, efficient and provides excellent value for money;
- Reflects the vision, mission, aims and values of the College;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality.

Key Duties and Responsibilities:

1. Establish the appropriateness of the placement to ensure its relevance to the learning experience in conjunction with employers.
2. Liaise closely with other tutors on the programme to ensure that the development of knowledge, skills and behaviours is closely monitored in line with the delivery plan.
3. Provide a structured and appropriate development journey for all apprentices
4. Effectively co-ordinate and track on and off the job learning and assessment activities.

5. Work with the programme team to deliver knowledge and functional skills as required.
6. Support apprentices/learners in their studies, preparing assessment records and reports on apprentice/learner progress.
7. Contribute to the Internal Verification processes and to the Self- Assessment of the area.
8. Keep accurate records.
9. Follow all agreed Quality Assurance and Risk Management Systems operating in the College and contribute generally to the establishment and development of a quality provision/service.

Generic Duties and Responsibilities:

10. Promote a culture of innovation, excellence and equality.
11. Reflect the vision, mission and values of the College.
12. Manage all delegated resources and budgets flexibly and efficiently in accordance with allocation.
13. Contribute to the development of and ensure compliance with all College policies, procedures and agreements.
14. To actively contribute to the risk management of the College.
15. To positively promote and implement the College's strategies on equality, diversity, safeguarding.
16. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
17. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
18. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Trainer/Assessor in Accountancy Person Specification

	Assessment Method					
	Application Form	*Test	Interview /	Psychometric	Qualification Certificates	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
Education and Qualifications						
<u>Essential</u>						
• High level vocational qualification level 4 or above in Accounting	✓				✓	
• Assessor Qualification (or commitment to work towards)	✓				✓	
• GCSE Grade C (4/5) in English and Maths	✓				✓	
<u>Desirable</u>						
• Teacher trained (PGCE, DTLLS or CertEd) or commitment to work towards	✓				✓	
• Verifier Qualification	✓				✓	
• Evidence of ongoing professional development	✓				✓	
Skills and Experience						
<u>Essential</u>						
• To be occupationally competent (minimum 2 years) in a relevant commercial / professional environment	✓		✓			
• Good level of digital literacy	✓		✓			
• Ability to think, plan and manage relevant apprenticeship standards/frameworks	✓		✓			
• Ability to plan organise and manage end point assessments (EPAs) with employer/awarding organisations and apprentices.	✓		✓			
• Ability to engage with employers and/or employer representatives to ensure effective and efficient delivery of learning opportunities	✓		✓			
• Ability to use and monitor the use of electronic tracking and monitoring systems: Management information systems, electronic portfolios, client relationship management systems.	✓		✓			
• Ability & experience in communicating effectively with employers and/or with people working in senior positions	✓		✓			
• Produce comprehensive oral and written reports on all aspects of the role as required	✓	✓	✓			
• Ability to inspire confidence in learners/employers/staff	✓		✓			
• Working knowledge of Health and Safety	✓		✓			
<u>Desirable</u>						
• Experience of undertaking lead verification of qualifications	✓		✓			
• Experience and knowledge of apprenticeship standards	✓		✓			
• Organise learning environments and supporting education / training	✓		✓			

Personal Attributes						
<u>Essential</u>						
<ul style="list-style-type: none"> Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to College</i>) and to translate ideas into actions 			✓			✓
<ul style="list-style-type: none"> Emotional intelligence, self-awareness and confidence 			✓			✓
<ul style="list-style-type: none"> Accuracy and attention to detail 	✓		✓			
<ul style="list-style-type: none"> Excellent organisational skills, ability to prioritise and work effectively under pressure 			✓			
<ul style="list-style-type: none"> Flexible approach to working 			✓			
<ul style="list-style-type: none"> Commitment to on-going professional development 			✓			
<ul style="list-style-type: none"> Commitment to on-going professional development 	✓		✓			
<ul style="list-style-type: none"> An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults 			✓			
Special Factors						
<u>Essential</u>						
<ul style="list-style-type: none"> Full, current driving licence 	✓					
<ul style="list-style-type: none"> Car owner, with a willingness to use on College business as required (<i>mileage allowance payable</i>) 	✓					
<ul style="list-style-type: none"> Enhanced DBS check 	✓					

Updated: April 2022