



## JOB DESCRIPTION

<b>Job Title:</b>	<b><i>Assessor / Trainer – all occupational areas</i></b>
<b>Job Type:</b>	Learning and Skills
<b>Location:</b>	Kashmir Youth Project, Unique Enterprise Centre, Belfield Road, Rochdale.
<b>Line Manager:</b>	Training Team Leader
<b>Key Reporting Lines:</b>	Training Team Leader Operations Manager CEO and Management Committee
<b>Priority Contacts:</b>	Prospective learners and learners on programme Employers Awarding bodies Partner organisations
<b>Job Aim:</b>	To ensure the timely and accurate delivery of learning activities including qualifications, Apprenticeship frameworks and Functional Skills. This will be through class or work based learning, training and assessment or through individual support and in line with KYP's Quality Procedures and awarding body requirements.
<b>Salary:</b>	As per offer letter
<b>No of Staff Managed:</b>	No direct staff managed
<b>Financial Responsibility:</b>	No direct financial responsibility except to support the training department in maintaining budgets in line with the targets set out in the Key Objectives of KYP's strategic plans.  To ensure start targets are met to enable the planned income flow is achieved.
<b>Terms and Conditions:</b>	KYP standard terms and conditions apply to this post.
<b>Ways of Working</b>	Mainly at Level A/B
<b>Working Together</b>	To be actively involved where possible in the building and maintaining of your caseload in line with centre targets.



	<p>To be responsible for the welfare and safeguarding of new and existing learners and carry out induction processes.</p> <p>To implement and comply with all KYP's policies and procedures including KYP's Equality &amp; Diversity, Health &amp; Safety and Safeguarding Policies and promote the policies to clients, learners and employers with whom the Company works.</p> <p>To carry out and conduct all Health and Safety procedures in a timely manner.</p> <p>To participate in marketing KYP's services.</p>
<p><b>Focusing on Performance</b></p>	<p>To ensure that learners' previous achievements are identified and recognised and actioned.</p> <p>To carry out learner/employer reviews as necessary in accordance with procedures and funding body requirements.</p> <p>To ensure appropriate qualifications are achieved within relevant timeframes.</p> <p>To complete all relevant records to comply with KYP's Quality Procedures as appropriate.</p>
<p><b>Developing Yourself and Others</b></p>	<p>To ensure that learners receive appropriate support, assessment and reviews based on their individual needs within the context and requirements of the funding/awarding body.</p> <p>Using appropriate and innovative technology and e-assessment methods to assess learners.</p> <p>To comply with Internal Verification requests.</p> <p>To maintain occupational competence and CPD.</p> <p>To assist with other duties within the scope and nature of the position such as training and development of new staff.</p>
<p><b>Thinking Things Through</b></p>	<p>Provide learners with impartial information, advice and</p>



	<p>guidance to help them make informed decisions</p> <p>To undergo training and development in line with the needs of the Business, including standardisation activities.</p>
<b>Achieving Results</b>	<p>To ensure that qualification/framework/Functional Skills delivery is planned to meet KYP's income targets and contract.</p> <p>To ensure learners complete qualifications within contracted timescales by applying effective time management systems.</p>
<b>Working With Change</b>	<p>Delivery of training and providing input into the production of training material as required.</p> <p>Updating own knowledge and skills to keep abreast with changes in the sector/qualification/funding body/regulatory requirements.</p> <p>To travel to other locations connected with the business of the Centre as required.</p>

**PLEASE NOTE**

This job description provides a general outline of the post requirements and is not intended as an exhaustive description of duties and responsibilities associated with the post. These could be subject to change as detailed structures and amendments to functions are developed.

**Key Competencies, Knowledge, Skill and Experience Required:**

**Time Management and Planning**

Plans time effectively and executes tasks to time and standard, demonstrating a flexible approach

- Organises workloads to ensure that resources are optimised and productivity achieved.
- Managing conflicting demands to achieve targets
- Displays proactive and reactive time management skills to meet identified needs
- Responds to requests displaying flexibility to the demands of the customer, client and the business.

**Communication Skills**

Use of appropriate method and style to communicate both informally and formally

- Is assertive
- Uses questioning techniques to establish facts and build rapport



- Regularly communicates with others using appropriate method and style
- Ensures communication is effective and productive
- Ensures that formal communication channels remain focused and that Information is disseminated promptly and accurately
- Identifies and communicates potential issues before they arise

### **Team Working**

Builds relationships with others through effective and open communication

- Shares knowledge with others
- Assists others to complete tasks
- Builds rapport with colleagues, clients and employers to establish effective working relationships
- Respects the needs of individuals and the business

### **Motivation**

Is able to demonstrate their own motivation and motivate and inspire others

- Is able to engage others
- Demonstrates the ability to positively influence
- Is visibly interested in subject

### **Change management**

Can adapt positively to changes within the working environment

- Is able to adapt to change
- Can initiate change where it is required
- Demonstrates flexibility to a changing environment
- Views change positively
- Is objective in their approach to change

### **Problem Solving**

Is able to produce solutions and alternative methods of solving problems.

- Displays initiative
- Gains the appropriate facts in order to summarise
- Is able to produce solutions
- Remains calm under pressure
- Meets the needs of the task

### **Administration**

Can produce accurate and timely documentation to assist with the contractual requirements.

- Paperwork is fully completed and submitted in accordance with JHP guidelines
- Communication with appropriate personnel to ensure paperwork is completed accurately.
- Ensuring that communication is maintained between learners, employers and external agencies to ensure paperwork is meeting contractual requirements.
- Ensuring any errors in documentation or non compliance are rectified in a timely manner.



## **ICT**

Is able to converse on and utilise technical equipment.

- Is able to utilise online assessment i.e. e-assessment both from a learner and assessor perspective
- Is familiar with Microsoft Office and can aid learners to a basic level
- Can produce correspondence by email
- Is familiar with the opportunities the internet can offer in terms of use for different purposes.

## **Negotiation Skills**

Can use effective arguments to persuade others to gain competitive advantage.

- Uses persuasion techniques to gain required outcome
- Can provide reason to an argument
- Demonstrates the ability to sell an idea.
- Display confidence in delivery of argument.
- Can satisfy objections.

**Working to targets** –Demonstrates the ability to work under pressure and motivate themselves and others

- Uses positive terms to express what they can do
- Responds to requests displaying flexibility to the demands of the customer, the client and the business
- Is target driven and actively seeks opportunities while being aware of the demands of the business
- Works to develop personal skills and knowledge

## **Experience/Qualifications**

- Relevant NVQ/occupational competence
- Direct training experience
- Relevant training/teaching qualifications
- Relevant A/D units or equivalent

## **Educational attainment:**

To demonstrate a good solid educational background to at least Level 3 and above with Project Management skills.

## **Knowledge**

- Current trends in teaching/learning/assessment practice
- Knowledge of Work Based Learning
- Appropriate levels of literacy and numeracy
- Knowledge of relevant qualifications (eg NVQ/Functional Skills)
- Knowledge and/or delivery of technical certificates
- Knowledge of Government and other funded programmes

## **Other**

- Full driving licence and use of vehicle