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**Job Description**

**Job Title:** Children & Young People (CYP) Assessor

**Contract term:** Permanent, full-time

**Hours**: 37 hours (over 5 days)

**Location:** Based in South Powys (Field based)

**Starting Salary:** £26,375 rising to £29,540 per annum

**Reporting to:** Route Manager

**Summary of position:**

The Children & Young People Assessor facilitates training, assessments, and workshops to support learners in achieving their Apprenticeship qualifications, including other framework requirements such as Essential Skills (Eg Literacy & Numeracy). Responsibilities include maintaining compliance with regulatory standards, managing learner records, and building positive relationships with learners and employers.

Daily tasks involve visiting learners at their workplaces or virtually, delivering tailored training (up to Level 5) and Essential Skills, developing Individual Learning Plans (ILPs) for each learner, organising workload, and managing a personal diary. This field-based role covers the South Powys area, reporting to the Route Manager within the Apprenticeship program.

**Duties & Responsibilities:**

* Deliver and organise training, assessments, workshops and centre based activities to enable learners to achieve all learning outcomes on the ILP (including Essential Skills Wales) whilst meeting requirements of awarding organisations, Welsh Government, Estyn Common Inspection Framework and ACT.
* Use the Vision system to manage own caseload effectively to ensure accuracy of all data and all ACT and Welsh Government requirements are being met.
* Assess, support and develop learners literacy, numeracy, ICT and employability skills; knowledge of sustainable development and global citizenship, Welsh Language and Culture through delivery of qualifications and enrichment activities.
* Deliver, record and continually update the learning journey paperwork (initial assessments, ILPs, induction and reviews) to ensure a meaningful learner experience in line with ACT and Welsh Government requirements.
* Follow the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements.
* Ensure all relevant Welsh Government and ACT administrative paperwork is completed accurately and promptly.
* Maintain own CPD by attending sector, awarding body and internal training.
* Contribute towards development of curriculum and strategic plans.
* Communicate regularly and professionally with employers to maintain good relationships and engagement in the learning process. Develop links with employers to promote new business as appropriate.  Act as a conduit between employers and ACT ensuring that all business leads are referred to the appropriate ACT nominee. Recruit new learners as agreed with Line Manager.
* Engage effectively with employers to keep them involved in the learner journey and to encourage further starts within the organisation.
* Demonstrate commitment to learners, their learning, safety and well-being by taking account their current level and making them aware of progression options.
* Use evidence and research to improve practice.
* Plan and deliver effective learning, teaching and assessment by using a range of methods including digital to effectively enhance the learning process.
* Build positive and collaborative relationships with learners, colleagues, employers and others as appropriate.
* Enable learners to share responsibility for their own learning/assessment and empower them to set challenging goals and targets and to evaluate their own progress.
* To adhere to and promote ACT’s environmental and sustainability practices.
* Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
* To adhere to and promote ACT’s environmental practices.
* Any other duties as requested by your Manager, which may be necessary from time to time.

**Personal responsibilities:**

* Demonstrate dignity, courtesy and respect towards others.
* Critically reflect on own values, knowledge and skills to improve learning.
* To actively keep updated with the company’s services and programmes.
* Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area to not only develop yourself but also the company.
* To demonstrate clear written and verbal communication skills including report writing skills.
* To be highly self-motivated and organised.
* To ensure effective customer care skills.
* A recognition and regard for observing confidentiality.
* The capacity to work as part of a team.
* An ability to work on own initiative and meet set timescales.
* General housekeeping duties.
* To display ACT core values at all times.

**Person Specification**

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|  | **Essential** | **Assessment**  **Method** |
| **Experience** | * Minimum of 5 years’ occupational experience of working within a health & social care sector for children. | Application |
| **Qualifications & Knowledge** | * Minimum Level 3 occupational based qualification or equivalent (CYP) * Good level of IT, literacy and numeracy | Application/  Certificate verification |
| **Skills & Attributes** | * Creative & passionate for training/learning * Ability to develop others * Proven track record of meeting targets * Team Player with ability to work on own initiative * Willingness to undertake personal & professional development in relation to your role and business needs |  |
| **Personal Qualities** | * To uphold ACT Values * A positive & optimistic attitude * Someone who displays initiative * Self-organised & motivated * Someone who understands the need to build a good rapport with learner and employer * Willingness and ability to be flexible and go above and beyond as and when needed | Interview |
| **Other** | * Hold a full U.K. driving licence and access to vehicle | Interview |