

Job Description: Assessor Coordinator - EPA

Permanent

Full Time

Location: Sale

Reports to: Head of End Point Assessment Organisation

Salary: £20-25K

Overview

Times are changing and so are we. TQUK is fast establishing itself as a leading Apprenticeship End Point Assessment Organisation approved by the Skills Funding Agency to deliver end point assessments to apprentices on a growing number of the new trailblazer standards.

This role sits within the heart of the End Point Assessment team to support the growth of assessment provision and embed and maintain consistently high quality assessment practice to continue TQUK to be recognised for its first class End Point Assessment service.

You are responsible for growing a team of assessors, including an associate bank, to establish rigorous assessment practice that exceeds customer expectations and enables TQUK to continue to operate as market leaders in this sector. You will recruit, train and monitor performance through a series of well-planned and structured training, standardisation and performance review activities that delivers excellent assessment practice.

This role requires someone who thrives on being organised, has significant experience in both assessment and internal quality assurance and who is able to keep up with developments in an ever changing landscape.

Key Responsibilities

- Take a lead role in the active recruitment of End Point Assessors in line with current and pipeline EPA offer
- Manage the on boarding process of all EPA Assessors both permanent and associate
- Manage and grow a bank of associate EPA Assessors
- Implement a programme of pre and post assessment standardisation activities/ events
- Monitor performance of assessors to ensure high quality practice is consistently maintained

- Contribute to the testing , review and evaluation of assessment instruments and materials
- Undertake End Point Assessment for an agreed caseload of apprentices
- Undertake IQA activities associated with end point assessment in relevant subject areas
- Maintain excellent knowledge of both assessment and IQA practices as well as sector developments associated with apprenticeships and end point assessment
- Work collaboratively with other departments to upskills, showcase and celebrate end point assessment

Other responsibilities

- Develop and maintain an understanding of TQUK internal processes and of the wider educational landscape
- Maintain in depth knowledge of TQUK products and services
- Manage data: inputting, filing and monitoring
- Contribute towards the sales of all TQUK products and services inclusive of completion of payments
- Liaise with other departments to facilitate a smooth customer journey for successful sales
- Work to improve and streamline processes and integrate the outcomes of your own work
- Undertake other duties considered within your skill and competence to assist the smooth running of the business as required

Essential Skills/ Experience/ Qualifications

- Minimum of 2 years' experience within the specialist vocational sector
- Minimum of 2 years' assessing experience with robust knowledge of assessment techniques
- Evidenced experience in vocational sector at or above level to which you will assess
- Relevant assessor / IQA qualification
- Level 2 English and maths qualifications (or equivalent)
- Excellent communication and interpersonal skills including report writing

Desirable Skills/ Experience

- Experience of work based assessment in one or more of the following areas/ subjects:

- Management
- Customer Service
- Business Administration
- Childcare
- Learning and Development

Key characteristics

Here are just a few of the essential skills and softer skills you will need to successfully join our team:

- Be confident, brave and ambitious with a positive “can do, will do” attitude
- Be well motivated, energetic, enthusiastic and able to work on your own initiative
- Be able to have fun!
- Work well with others
- Be trustworthy and take responsibility for own area of work
- Have outstanding organisational and time management skills

- Apply a flexible approach to all work tasks and working relationships, adapt to different environments and solve problems independently
- Be able to keep an eye on the bigger picture and appreciate where your role fits in to the business
- Have sound IT skills to support core role functions