



## Job Description

**Job Title:** Rail Assessor London Area

**Division:** Academy

**Salary:** £25,000 - £35,000 (DOE)

**Reports To:** Lead Assessor

**Direct Reports:** None

### Summary and Main Purpose:

To support learners in developing their knowledge and skills in accordance with contractual requirements and national occupational standards. Flexible working hours are essential to assess candidates in their work place.

These posts are located from our Stratford Offices. Supporting apprentices. This is a challenging yet rewarding role and requires meticulous attention to detail in conjunction with being able to demonstrate excellent communication skills at all levels.

### Key Accountabilities:

- Interview learners to assess their ability and potential against current programmes/services offered in line with Arc's recruitment process.
- Promoting and safeguarding young people and vulnerable adults you are responsible for.
- Assess learner skills and identify any support needs required, in order to produce an Individual Learning Plan (ILP) which is agreed with and understood by the learner and employer. Support learners to progress against their ILP.
- Deliver structured and bespoke training based on programme requirements and set SMART objectives aligned to award body specifications.
- Provide learners with all relevant policies and regulations to clarify what is expected of them and to ensure their safety.
- Provide ongoing encouragement, guidance and support to learners and help them achieve their objectives.
- Conduct and document regular reviews of learners in conjunction with internal and contractual requirements.
- Obtain feedback from learners to assess effectiveness and identify areas for improvement.
- Manage individual caseload in relation to agreed targets to ensure that revenue is secured.
- Effectively engage with employers concerning learner progress, welfare issues and future recruitment opportunities.
- Complete all required documentation accurately and within agreed timescales to ensure that contract requirements are achieved, and funding is maximised.
- Review and identify own professional development needs with reference to internal CPD procedures.
- Comply with standardisation to aid the development of internal materials designed to support learning needs.
- Be able to proficiently use ICT with reference to E Learning.
- To actively engage with events and duties as identified by the line manager.
- To adhere to all quality standards and procedures.



- To uphold and comply with the commitment and culture of ARC's Equal Opportunities policy.
- To maintain a positive attitude in relation to health and safety at all times.
- To promote ARC Group and the services and programmes it delivers.

**The following are Standard responsibilities for all positions within ARC Group:**

- Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
- Take appropriate responsibility to ensure the health and safety of self and others.
- Pursue the achievement and integration of equal opportunities throughout all activities.
- Undertake any other tasks and responsibilities appropriate to the level of this post.
- Comply with all ARC policies and procedures at all times.
- ARC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share and promote this commitment. ARC therefore follows safe recruitment, selection and vetting procedures. A DBS application at the appropriate level will be required during the recruitment process.

**Equipment Provided:**

Mobile Phone	✓	PC	x	Laptop	✓
SIM card	✓	Company Car	✓	Other	x



**Person Specification:**

	Essential	Desirable	Method of assessment
<b>Qualifications:</b>			
To be educated to level 3 in Literacy and Numeracy (or equivalent)	✓		Application form
Holds or is prepared to work towards A1 and TAQA qualifications	✓		Application form
Working towards or holds PGCE/DTTLS		✓	Application form
<b>Experience:</b>			
Strong organisational skills, the ability to prioritise workload	✓		Interview
Ability to balance conflicting demands and tight deadlines	✓		Interview
Effective communication skills	✓		Interview
Excellent accuracy and attention to detail	✓		Interview
Present self and the organisation professionally to build trust and commitment	✓		Interview
Works for continuous improvement, is proactive and demonstrates perseverance	✓		Interview
Active listener who encourages participation, solutions identification and ownership of decision	✓		Interview
Coaches, supports and develops people and encourages the use of own initiative	✓		Interview
Excellent problem solving and decision making skills	✓		Interview
Demonstrates enthusiasm, confidence and pride in others' abilities	✓		Interview
Works for continuous improvement, is proactive and demonstrates perseverance	✓		Interview
<b>Skills / Knowledge:</b>			
Excellent communication skills both written and oral	✓		Interview
Thorough understanding of and empathy for learner group.	✓		Interview
Knowledge of training processes (gained through experience or qualification).	✓		Interview
Knowledge and understanding of NVQs/SVQs/Apprenticeships.	✓		Interview
Good knowledge of the local area, particularly industry, culture and relevant agencies.		✓	Interview
Knowledge of health and safety legislation appropriate to occupational area.	✓		Interview



	Essential	Desirable	Method of assessment
Thorough understanding of all relevant ARC policies and procedures (health and safety, equal opportunities, data protection, etc.).	✓		Interview
Understanding of the specific contract requirements that apply.	✓		Interview
Up to date expertise in a relevant vocational field.	✓		Interview
IT skills (MS Office, Outlook, Excel, Word, PowerPoint, Email & Internet)	✓		Interview
<b>Qualities:</b>			
Confident and proactive in generating new business leads	✓		Interview
A current driving licence and access to a vehicle	✓		Interview