



**Job Title: Teaching Assessor Health and Social Care L5**

**Area: Bedfordshire. Hertfordshire and Berkshire**

**Reporting to: Regional delivery manager**

**Role Overview:**

A full time Health and social care teaching assessor is required to deliver teaching, learning and assessment to a caseload of health and social care apprentices within the care sector, covering all standards and frameworks up to and including level 5

They will need to ensure that each learner who is completing a standard is gateway ready within their planned finished date and that the EPA process is followed in order to achieve distinction grade by the EPA completion period

**Principle Accountabilities:**

- Teach, assess and support learners working towards Apprenticeships standards and frameworks within the Health and Social Care sector up to level 5 with the ability to develop and deliver levels 4 and 5 once released.
- Deliver training and support to learners with Functional Skills reforms in Maths, ICT and English to level 2
- Visiting and observing learners in their place of work to gather evidence towards their EPA and attached diploma where necessary
- Managing your calendar efficiently to ensure monthly face to face visits with each learner are conducted and travel efficiency is maintained
- Ensure close working relationships with employers, including them in visits and preparing them for the EPA process and the roles that they play
- Organise and maintain documentation on learners' progress such as assessments and reviews using our Online E-portfolio system
- Achieve the monthly targeted performance and quality KPIS which include visit and completion rates as well as learner retention
- Adapt your delivery to meet learner's and employers needs to ensure that they are kept motivated and achieve in a timely manner
- Complete enrolments and marketing within current sites to maintain caseload

**General Responsibilities:**

- Ensure that you work to the IXION Group's vision, values, objectives and priorities and are strongly committed to them
- Understand and adhere to all responsibilities to ensure that the quality requirements of IXION's Quality Assurance Framework, the prime contractor, funding body, OFSTED, DWP Quality Framework, or any other contract stakeholder, are maintained
- Promote the principles of Equality and Diversity and ensure that the policy is fully applied at all times
- Understand and be committed to all personal responsibilities under Health & Safety and Safeguarding procedures, and ensure that the policies are adhered to at all times
- Ensure that the Code of Conduct, GDPR, Harassment & Bullying, Confidentiality, Anti-Fraud, Data Security and all other policies of the Company are fully applied at all times
- Strictly adhere to all IXION processes and procedures
- Ensure individual expertise and subject area knowledge is up to date through Continuous Personal Development, including sharing good practice, engaging with training and acquiring / maintaining any individual qualifications required for the role.
- Work flexibly in the field and across offices, as and when directed by line manager
- As necessary, and in addition to the above, undertake other activities commensurate with the nature of the post.

**Core competencies:**

- All IXION employees are required to demonstrate a number of core competencies
- Self management – manage workload effectively
- Relationship management – develop and maintain productive relationships with your Team, Management, Clients, Partners, Sub contractors and all key stakeholders.
- Customer and Employer focused – committed to understanding client aspirations, supporting their needs.

**Attitudes & Behaviours:**

- Represent IXION in a professional manner on all occasions.
- Strive to improve practice to be creative and innovative and work towards continuous improvement
- To adopt a co-operative approach to delivery by maintaining and promoting effective communications, sharing good practice across the organisation and with externally.

## **Experience and Qualifications required:**

### **Essential**

- Hold an NVQ Level 5 or equivalent within the health and social care/management sector
- Experience of delivering full Apprenticeships in Health and Social Care at level 5
- Experience of delivering health and social care standards through to end point assessment
- Hold a L2 or equivalent in Functional Skills Maths, English & ICT
- Competent in the delivery Maths and English including functional skills reform
- Must hold solid occupational competency in Care Management (Health and Social Care - Elderly) e.g Registered Manager / Home Manager / Dom Care Manager.
- Must have been a registered manager within health and social care for a minimum of 3 years
- Overall knowledge with all ESFA, Ofsted and all partner organisations' quality assurance processes and procedures.
- Knowledge of Government Funding streams including ESFA Knowledge and understanding of appropriate quality and compliance frameworks e.g. Education Inspection Framework and Matrix
- Compliance with all awarding body standards and requirements and have an up to date knowledge of Ofsted requirements and inspections.
- Certificate in teaching (or equivalent)
- Strong awareness and proactive approach to Health & Safety issues with a Working knowledge of H&S legislation and employment law
- Experience of E-portfolio systems to maintain learner information
- Competent in use of IT including Microsoft Word, Excel and PowerPoint to intermediate user level
- Full driving licence and full access to the use of a car
- Skilled in Customer and Employer liaison
- 2 years experience within a similar role

### **Desirable**

- Competency and experience of delivering operational management L5 standards as well as Business administration, Team leader and customer service standards

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IXION is committed to safeguarding and promoting the welfare of all learners/customers, and expects staff to share this commitment.

All Roles will require a basic DBS Disclosure check due to the nature of the work to be undertaken.