

## Job Description

<b>Post:</b>	Functional Skills Specialist Assessor – Maths (Apprenticeships)
<b>Salary Grade:</b>	Band 5 of the SCC support staff pay scale
<b>Responsible to:</b>	Functional Skills and Learning Support Team Leader
<b>Responsible for:</b>	n/a

### Key Purpose

To comply with the apprenticeship funding rules and internal/external audit requirements.
To deliver high-quality IAG to determine suitability for Functional Skills Maths provision.
To manage, deliver and assess Functional Skills Maths within Apprenticeship Standards.
To invigilate examinations as required within the Apprenticeship Team.
To create innovative Maths delivery models including group sessions and one-to-one learning.
To ensure outstanding learner progress and timely achievement in Maths.
To conduct assessments, evaluations and progress reviews using Smart Assessor and SCC digital systems.
To maintain own CPD in Maths education and sector requirements.
To track learner progress and update systems to support performance review discussions.
To maintain strong employer relationships.
To keep accurate records including withdrawals, transfers, assessments and exams.
To comply with SCC quality processes and Ofsted EIF expectations.
To meet KPIs on timely achievement, quality and learner journey.



To contribute to continuous improvement and employer-responsive solutions.

## Duties & Responsibilities

<b>A</b>	To participate in key college processes as required.
<b>B</b>	To act at all times in accordance with college policies e.g. health and safety, equality and diversity, inclusion, quality assurance and the college charter.
<b>C</b>	To Work flexibly in the interests of the College.
<b>D</b>	To participate in performance reviews and undertake staff development activities as appropriate.
<b>E</b>	To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for or come in to contact with.
<b>F</b>	To engage with employers and stakeholders for the purposes of training and development, ensuring suitability of the learning environment and employer support for learners.
<b>G</b>	Participate in the recruitment and interviewing of new learners, to gauge suitability for learning programmes including assisting with recruitment and marketing initiatives to meet contract demands.
<b>H</b>	Deliver Functional Skills Maths and sector-relevant numeracy support.
<b>I</b>	Support learners to improve their basic skills in literacy and numeracy. Support the delivery of functional skills when required and at a level appropriate to meet the needs of the learner and the apprenticeship standard.
<b>J</b>	Undertake initial Maths assessments using BKSBI interpret results and provide feedback to the learner. Decide on the most suitable course of support for the learner. Support learners to improve Maths skills to meet Apprenticeship requirements.
<b>K</b>	Undertake health and safety vetting of employers' premises in accordance with college requirements and funding regulations.
<b>L</b>	Ensure a high level of achievements against target at all times, within an agreed timescale, according to the individual training plan.
<b>M</b>	Fully engage with college quality processes and procedures including self-assessment, observations of practice and contractual compliance audit.



<b>N</b>	Undertake progress reviews with learners and employers in accordance with the contract and funding requirements.
<b>O</b>	Ensure exit interviews and provide Maths progression guidance.
<b>P</b>	Deliver relevant and appropriate training sessions to learners as per the agreed training plan.
<b>Q</b>	Develop and maintain up to date resources and learning materials to support delivery of apprenticeship standards and other vocationally related qualifications.
<b>R</b>	Effectively track and record learners' progress and performance, providing reports to line manager when requested.
<b>S</b>	Undertake staff development aligned to changes and updates as required and as appropriate for continued professional development.
<b>T</b>	To develop and maintain professional competence, attend staff meetings and training sessions as directed.
<b>U</b>	Undertake quality activities when required and work towards IQA qualifications within first 12 months if not already qualified
<b>V</b>	To carry out any other duties and responsibilities as reasonably directed by the line manager

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

**Post holder to sign the job description:**

**Date:**

**Name of the post holder:**



## Person Specification

	Essential			Desirable		
<b>Qualification</b>	<b>1</b>	Assessor qualification (TAQA/A1) or willingness to achieve	<b>Application / Certificate</b>	<b>A</b>	Level 4 IQA award	<b>Application / Certificate</b>
	<b>2</b>	Maths Level 2+ (GCSE/FS L2) mandatory	<b>Application / Certificate</b>	<b>B</b>	Level 3+ Maths qualification	<b>Application / Certificate</b>
	<b>3</b>	Relevant Level 3+ subject/vocational qualification)	<b>Application / Certificate</b>		Teaching qualification (L3/4/5)	
<b>Professional Development</b>	<b>4</b>	Evidence of ongoing CPD in Maths, assessment and pedagogy	<b>Application / Interview</b>			
<b>Experience</b>	<b>5</b>	Experience delivering Functional Skills Maths (E3–L2)	<b>Application / Interview</b>	<b>C</b>	Experience supporting Maths in workplace settings	<b>Application / Interview</b>
	<b>6</b>	Experience using Smart Assessor, BKSB, Pro-suite	<b>Application / Interview</b>	<b>D</b>	Experience developing Maths curriculum resources	<b>Application / Interview</b>
<b>Knowledge</b>	<b>7</b>	Knowledge of Functional Skills Maths standards (2023 reform)	<b>Application / Interview</b>	<b>E</b>	Understanding of EPA Maths requirements	<b>Application / Interview</b>
		Knowledge of Ofsted EIF and SCC quality processes	<b>Application / Interview</b>	<b>F</b>	Knowledge of Ofsted inspection	<b>Application / Interview</b>
<b>Skills / Qualities</b>	<b>8</b>	Strong organisational skills	<b>Application / Interview</b>			



	9	Effective communication and learner motivation skills	<b>Application / Interview</b>			
	10	Ability to meet targets and manage workload flexibly	<b>Application / Interview</b>			
Other	11	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	<b>Application / Interview</b>			
	12	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	<b>Application / Interview</b>			
	13	DBS Check acceptable to the college will be undertaken for successful applicant	<b>Application / Appointment</b>			
	14	Driving licence and own transport	<b>Application</b>			

