

IXION GROUP – JOB DESCRIPTION

JOB TITLE: **Assessor/Internal Verifier
Health & Social Care and/or Child Care**

Reporting to: Programme Manager – Training Delivery

Responsible for: Delivering, supporting and guiding learners through the Apprenticeship Framework or stand alone qualifications within the Health & Social Care sector. You will ensure quality of service, continuous professional development and timely achievement of learner goals and qualifications. Internal Verification of awards within your area(s) of expertise

Purpose of Job:

- Engage with employers and learners to ensure a quality service is delivered.
- Manage and maintain own records and ensure that timely reports are made as and when required.
- Identify new opportunities to grow the business, maximise direct delivery opportunities.
- Take an active part in ensuring the Ofsted 2 achievement is retained as a minimum over time and strive to achieve level 1 working within this role.

KEY RESPONSIBILITIES:

- Ensure the Ofsted 2 achievement is retained as a minimum over time and strive to achieve level 1
- Contribute where necessary to the Ixion Self Assessment process.
- Ensure that learner information is accurately recorded and that paperwork is submitted to the Claims team by the deadlines set to meet contractual requirements
- As an Internal Verifier, to ensure that you and any Assessors you are responsible for have the necessary paperwork required to deliver their programmes in line with audit requirements, all paperwork used is current and in line with current practice, and Assessors are informed promptly of any changes, updates or developments

- To take an active role in Team and Standardisation meetings, attending at least two within the academic year
- Be available to attend External Verifier visits which relate to the awards you deliver
- To design, develop and deliver suitable resources and workshops to assist the effective and creative delivery of the Apprenticeship Framework and stand alone qualifications
- To highlight and discuss learner issues providing focused learner support where required
- To support the end-to-end service approach of the direct delivery team and, where required, assist other team members to ensure that all learners receive their certificates and portfolios in a timely manner
- To contribute to the overall team achievement of profiled learner outcomes
- To ensure that all activity complies with Ixion Holdings quality standards and any statutory and Awarding Body standards and requirements
- To encourage occupational development of your learners via ongoing learning and development and promotion of Ixion Holding's services
- To maintain and develop your own Occupational Competence and actively engage in Continuous Professional Development and to demonstrate this via your CPD record
- To work with learners to achieve goals set within the delivery model resulting in overall achievement
- To encourage, monitor and report on learner involvement within your role by the regular submission of Trackers or other documentation as requested
- To take responsibility for your own appraisal outcomes
- To work within the guidelines, policies and procedures of Ixion Holdings at all times

- To deliver qualifications across a range of awards where occupationally competent in accordance with the centre's Quality Assurance process.
- To ensure that all students receive the appropriate level of support they need
- Work with the Programme Manager and Lead IV to maintain and improve Ixion's quality framework across direct delivery programmes including observations of learning, performance management and supporting the Self-Assessment process
- Report any quality issues immediately

General

- Identify and report new processes to streamline what we do, make continuous improvements and reduce costs
- Clearly understand the environment in which we operate by keeping up-to-date with our funding body guidelines and updates
- Identify and report issues and risks to the Programme Manager in a timely manner
- Ensure that you work to the Groups vision, values, objectives and priorities and are strongly committed to them
- To ensure that safeguarding, equalities and all other policies and procedures of the organisation are fully applied at all times

Knowledge & Skills required:

- Satisfactory enhanced Criminal Records Bureau (CRB) Check
- You must hold the A1/V1 qualification (D32/33/34)
- NVQ Level 3 in CYP or Health and Social Care or equivalent
- Proven track record in training and assessment delivery
- Relevant teaching qualification (minimum PTLLS and be IFL registered)
- Full UK Driving Licence and use of a car.