



STLS (Supporting Teaching and Learning in Schools) Assessor

Contract term: Permanent

Hours: 37 hours per week

Location: Home based

Salary: £26,500(qualified)/£25,500(unqualified) rising to £28,000 per annum pro rata

If you would like to work for an organisation that holds 3-star accreditation with Best Companies demonstrating extra-ordinary levels of staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last seven consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!

Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.

What you'll do:

We are looking for an assessor who will be responsible for assessing Level 2 and Level 3 STLS learners to Welsh Medium Learners.

The role is Home based covering the South and Mid Wales area and fits within the Education and Development Team reporting to the Route Manager, Ann Rees.



ACT is committed to promoting the Welsh language for both staff and learners, and for the purpose of this role, the ability to speak and write in Welsh is essential for this role.

What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Car uplifts (where applicable)
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee
- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

What you are responsible for:

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- Deliver and organise training, assessments, workshops and centre based activities to enable learners to achieve all learning outcomes whilst meeting requirements of awarding organisations, Welsh Government, Estyn Common Inspection Framework and **ACT**.
- Use the Vision system to manage own caseload effectively to ensure accuracy of all data and all **ACT** and Welsh Government requirements are being met.
- Assess, support and develop learners literacy, numeracy, ICT and employability skills; knowledge of sustainable development and global citizenship, Welsh Language and Culture through delivery of qualifications and enrichment activities.
- Follow the departmental IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements.
- Ensure all relevant Welsh Government and **ACT** administrative paperwork is completed accurately and promptly.
- Maintain own CPD by attending sector, awarding body and internal training.
- Communicate regularly and professionally with employers to maintain good relationships and engagement in the learning process. Develop links with employers to promote new business as appropriate. Act as a conduit between employers and **ACT** ensuring that all business leads are referred to the appropriate **ACT** nominee. Recruit new learners as agreed with Line Manager.
- Engage effectively with employers to keep them involved in the learner journey and to encourage further starts within the organisation. Also to promote the whole range of **ACT** services to facilitate cross selling.
- Ensure learners wellbeing by carrying our health and safety monitoring and following safeguarding procedures.
- Communicate effectively with the team and management including checking and responding to e-mails, updating calendars, attending meetings and staff training events.
- Take part in, support and carry out actions from quality processes e.g. quality observation, audit, learner feedback.
- Actively carry out and support business development activities to recruit new learners onto the programme.
- Demonstrate commitment to learners, their learning, safety and well-being by taking account their current level and making them aware of progression options.
- Use evidence and research to improve practice.
- Plan and deliver effective learning, teaching and assessment by using a range of methods including digital to effectively enhance the learning process.

- Build positive and collaborative relationships with learners, colleagues, employers and others as appropriate.
- Enable learners to share responsibility for their own learning/assessment and empower them to set challenging goals and targets and to evaluate their own progress.
- To adhere to and promote ACT's environmental and sustainability practices.
- Responsible for adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- Any other duties as requested by your Manager, which may be necessary from time to time.

Personal and other duties and responsibilities:

- Demonstrate dignity, courtesy and respect towards others.
- Critically reflect on own values, knowledge and skills to improve learning.
- To actively keep updated with the company's services and programmes.
- Maintain CPD by attending training events, courses, meetings, workshops and seminars to keep abreast of subject/vocational area to not only develop yourself but also the company.
- To demonstrate clear written and verbal communication skills including report writing skills.
- To be highly self-motivated and organised.
- To ensure effective customer care skills.
- A recognition and regard for observing confidentiality.
- The capacity to work as part of a team.
- An ability to work on own initiative and meet set timescales.
- General housekeeping duties.
- To display ACT core values at all times.

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Person Specification

What we are looking for:



	Assessment Method	Essential	Assessment Method	Desirable
Experience	A	Application/ Interview	Worked as a Teacher or Teaching Assistant within a school environment. Primary or secondary.	
Qualifications & Knowledge	A	Application/ Certificate verification	Assessors award i.e. AVA or A1	A Application/ Certificate verification Grade C or above in Maths and English O' level or GCSE
Skills & Attributes	A	Interview/ Application	Welsh speaker – Welsh spoken and written skills	A Interview
	B	Interview	Ability to support and develop others	
	C	Interview	Proven track record of meeting targets	
	D	interview	Creative and passionate for training/learning	
	E	Interview	Excellent written and verbal communication skills	
	F	Interview	Well organised	
	G	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel	
	H	Interview	Willingness and ability to be flexible and go above and beyond as and when needed	
	I	Interview	Team player with ability to work on own initiative	
	J	Interview	Willingness to undertake personal & professional development in relation to your role and business needs	
Personal Qualities	A	Interview	To uphold ACT Values	
	B	Interview	Maintains CPD	
Other	A	Interview	Hold a full U.K. driving licence	

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=26693-4F7D0670-B0C6-4FD3-9A00-7730359CC42C>