



## JOB DESCRIPTION

**JOB TITLE:** National Assessor  
NVQ L3 Advanced Apprenticeship in Sporting  
Excellence (AASE)

**RESPONSIBLE TO:** National AASE Manager

**RESPONSIBLE FOR:** Athlete Learners

**JOB SUMMARY:** To support the effective delivery of the AASE programme, including tutoring and assessment of programme units, facilitate learner reviews.

**Salary: £6,000.00**

### Hours:

- 5 x AASE mandatory training days per academic year
- 4 hours per week (remote)
- AASE Training Camp – Denmark

### 1. Main Focus of the role

To support subject leads in the delivery of the AASE programme units, including facilitating/supporting workshops and setting appropriate assessment plans via OneFile (online platform). The assessor will be responsible for co-ordinating, recording and reporting athlete progress via the 12 week review process. Athlete progress should remain in line with the individual learning plan (ILP).

### 2. Accountability

The ATA will be accountable to and appraised by the National AASE manager. Appraisals will be evidence based, using feedback from review audits and athlete progress.

### 3. Key Aims and Objectives of the role

- Ensure athlete's apprenticeship progress remains in line with individual learning plan. If progress is not in line, the ILP must be adjusted to reflect that.
- Aim for a minimum of 95% success rate on learner reviews.



## 4. Key Roles and Responsibilities

- Reviews – co-ordinate athlete reviews with support of subject leads and submit athlete - learner reviews every 12 weeks.
- Keep a record of previous reviews.
- Attendance – record and report athlete attendance at AASE Training Days.
- Sessions – support subject leads in workshops (video, Q&A etc)
- Relationships – establish and maintain effective working relationships with the athlete – learner.
- Assessment Plans/OneFile – support subject lead with design, implementation & marking of assessments via online learning platform.
- ForSkills initial assessments – support National AASE manager with learner's initial assessments in Maths and English via ForSkills Assessments tool.
- Communication – Athletes – Communicate feedback and other information with all athletes using online learning platform. Where appropriate, other forms of communication such as text messaging, phone calls and emails should be considered.
- Communication – Staff – Communicate regularly with the National AASE manager & support staff & subject leads.
- Feedback – Co-ordinate the delivery of subject lead feedback to the learners.
- Sharing good practice
- Support developing/trainee ATA's if required

## 6. Location of post

This is a national position which requires working remotely & also attendance at national AASE training camps will be mandatory. A full driving licence and access to a vehicle for work purposes would be beneficial.

NB. This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work and can be amended with consultation in the light of the changing needs of the organisation.



## 7. Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>- Level 3 Certificate in Education and Training</li> <li>- Level 3 Certificate in Assessment in the Workplace</li> </ul>	<ul style="list-style-type: none"> <li>- Degree in Sport Science or similar related discipline</li> </ul>
Experience	<ul style="list-style-type: none"> <li>- Previous experience of tutoring and assessment on NVQ Level 3 sports programmes</li> <li>- Working with young athletes in NGB performance pathways</li> </ul>	<ul style="list-style-type: none"> <li>- Previous experience of tutoring and assessment on NVQ Level 3 Advanced Apprenticeship in Sporting Excellence</li> <li>- Experience of working within Handball in England</li> </ul>
Other	<ul style="list-style-type: none"> <li>- Flexible and ability to work weekends according to calendar &amp; attend AASE European training camp</li> <li>-</li> </ul>	