



Training Academy Assessor/Trainer

Role Profile

Purpose

The key purpose of this role is to assess candidates undertaking the qualifications Cornerstone is accredited to deliver, supporting candidates to achieve their qualifications. The Assessor/Trainer updates and delivers training and qualifications to a high standard through our Training Academy's SQA Accredited Centre.

Duties & Responsibilities

- Assess candidates through regular contact, supporting them to evidence their practice
- Be responsible for keeping accurate records of candidate and assessor progress
- Encourage candidates to meet SVQ standards, agreed deadlines and organisational targets
- Work flexibly in order to meet candidate requirements
- Liaise with colleagues and external agencies to develop and review Cornerstone Approved Centre Standards and documentation to ensure standardisation is in line with National Standards
- Ensure that candidates with additional support needs have appropriate and supportive strategies in place and agree these with Internal Verifiers, ensuring that these are reviewed regularly
- Utilise technology such as EPortfolio, Microsoft Teams, Live Chat etc. to maximise opportunities for supportive interactions and ensure assessments meet the required national standard
- Contribute to the development of training courses as appropriate to ensure materials are linked to SVQ standards
- Provide support to colleagues to enable them to complete their qualification within the designated timescale
- Contribute to the review of Training Academy processes and procedures, identifying areas of improvement
- Maintain a full understanding of Training Academy procedures and processes in order to support, guide and advise staff members
- Work as part of a team to ensure E-learning and Classroom courses fit with a blended approach to colleague development
- Be involved in project work as delegated by the Qualifications Manager
- Maintain a full understanding of appropriate SVQ units and standards
- Ensure awareness of any updates regarding SVQ units and standards, and that these updates are effectively communicated to candidates and assessors
- Support colleagues to meet their SSSC condition requirements in relation to delivering qualifications in a timely manner
- Carry out any other duties relevant to the post

Outcomes & Approach

- Always promote the culture, ethos and purpose of Cornerstone
- Uphold and demonstrate the organisational values; be caring, person-centred, professional and pioneering, and ensure Cornerstone's Values are embedded and reflected in all you do
- Be flexible, inclusive, respectful and responsive to each individual candidates needs
- Establish, develop and maintain strong relationships with relevant external contacts
- Take a solution focussed approach in day-to-day work practice
- Maintain enthusiasm and drive in achieving our aims



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- Share your knowledge and expertise with your team and the wider organisation, contributing to an engaged, motivated, and empowered culture
- Have a relentless desire to do the very best you can to ensure that our colleagues and other stakeholders receive the highest quality of service from the Training Academy
- Keep systems and processes as simple as possible, and always seek out ways to optimise and streamline administrative processes
- Effectively use and embrace technology to enhance the effectiveness of the service you and your team deliver
- Be creative and bring new ideas for consideration to improve working practices

Continuous Professional Development

- Keep up to date with changes made to SQA awards and people development strategies within the social care sector
- Be responsible for your own personal and professional development
- Use your own initiative, be confident in your own abilities, make informed decisions, seek guidance and support where necessary and be personally accountable for the work you do
- Seek opportunities for personal and professional development to continually improve your competency in your role



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Person Specification

No.	1. Qualifications *	Requirement	Measured Via
1.1	Minimum SCQF Level 7 Health and Social Care or equivalent	Essential	Application
1.2	SQA Accredited Assessor (L&D 9DI)	Essential	Application
1.3	SQA Accredited Verifier (L&D11)	Desirable	Application
1.4	Accredited training qualification	Desirable	Application
1.5	SCQF Level 9 in management or equivalent	Desirable	Application
	2. Skills, Abilities & Competencies		
2.1	Brilliant communication skills; both written and verbal	Essential	Interview
2.2	Ability to work on your own initiative	Essential	Interview
2.2	Ability to undertake problem solving	Essential	Interview
2.3	Ability to work collaboratively as a helpful, positive member of a team	Essential	Interview
2.4	Confidence in the use of ICT and common software systems	Essential	Interview
2.5	Excellent planning, organising and time management skills	Essential	Interview
2.6	Ability to respond flexibly to emerging and changing circumstances	Essential	Interview
	3. Experience		
3.1	Previous experience of working in a social care setting	Essential	Application
	4. Knowledge		
4.1	Knowledge and understanding of Social Care principles	Essential	Interview
4.2	An understanding of working in an empowering, coaching culture	Desirable	Interview
	5. Values		
5.1	Caring approach, supportive, inclusive and respectful to all	Essential	Application
5.2	Demonstrates professionalism, committed to delivering high standards of quality service	Essential	Application
5.2	A passion for delivering excellent person centred support	Essential	Application

* At Cornerstone we are keen to attract employees whose own values and approach to work complement our purpose, vision, and values. Qualifications, experience, and competencies can predict and impact on your potential performance, however values and approach are essential.