Person specification for the role of Team Leader/ Supervisor

Essential	Desirable
Up-to-date, relevant, and broad experience of working in the occupational area of the apprenticeship standard including practical and current knowledge of working practices which reflect the whole standards content.	Experience of preparing for and communicating to a target audience
Understand the occupational standard and end-point assessment plan.	Experience of assessment and quality assurance processes within a range of different organisations
Have the capability to assess the apprentice at this level.	Ideally, the assessor will be an experienced professional manager and hold relevant member ship such as The Institute of leadership and Management (TILM).
Have knowledge and recent relevant experience of the occupation/sector at Level 3 or above gained within the last five years or significant experience of the occupation/sector, which must be maintained through ongoing CPD.	To hold a relevant leadership and management qualification.
Competent to deliver the end-point assessment.	
A commitment to own Continuous Professional Development (CPD) and maintenance of relevant logs of activities undertaken.	
Hold or be working towards an independent assessor qualification e.g. A1/TAQA or Equivalent.	
Essential knowledge and skills: ➢ An understanding of apprenticeship standards and assessment/quality assurance processes, with specific knowledge about the relevant industry area for the role.	

➢ Experience of producing clear, accurate and concise written reports, including remarks/enquiries about results. ➢ Proficient IT skills, including experience of managing remote assessment via online conferences etc. ➢ Analytical, critical thinking skills. ➢ Excellent interpersonal skills. ➢ Excellent written and verbal communication skills with substantive experience of providing supportive, concise feedback. ➢ Organisational skills and the ability to prioritise effectively. ➢ Ability to work independently	
Assessments are likely to be conducted via webinar, however flexibility to travel across the UK would be desirable	
Diary flexibility to conduct EPAs when requested from City & Guilds/ILM	
Driving License	