

Job Description

Position / Job Title:	Apprenticeship Assessor (Part-Time)
Ref:	820
Location/Building:	Any University Building
Faculty/Professional Service:	Student Services
Group/Section:	Additional Learning Support
Normal Hours per Week:	0.5FTE (18.5) (Some flexibility will be required in order to ensure that key time scales and deadlines are met).
Grade:	6
Accountable to:	Study Manager
Special conditions: (DBS only) We are committed to providing a safe environment for all students and staff. This position is required to undertake regulated activity and therefore is exempt from the Rehabilitation of Offenders Act (ROA) 1974 and subject to a satisfactory (enhanced) DBS Disclosure and the requirements of our <u>Safeguarding Policy</u> . (Apprenticeship academic provision and/or support) We are committed to providing a safe environment for all students and staff. As this role comes has contact with apprentices, the postholder must be familiar with our <u>Safeguarding Policy</u> and at all times comply with its requirements to safeguard and protect the welfare of young people and vulnerable adults. This includes attendance on relevant mandatory training.	

Job Purpose

To support the Apprenticeship Team with the use of Cognassist (Neurodiversity screening tool) during their onboarding week.

To analyse and disseminate the reports generated by Cognassist ensuring students who have been identified with a learning difficulty are offered and induction meeting to assess their needs and discuss the reasonable adjustments that can be implemented.

To support students with advice pertaining to obtaining a full diagnostic assessment, should this be the students choice.

To work in partnership with the Apprenticeship Team with regards to supporting the funding of diagnostic assessments and to keep them apprised on each students' reasonable adjustments.

To teach students with SpLDs, disabilities and other conditions within an active learning framework that supports the apprenticeship frameworks academic delivery, enabling students to develop as independent learners.

To be involved in Disability Impact and Inclusivity projects across the University.

Main Responsibilities

1. Act as a key point of contact within the service for complex diagnostic queries.
2. Work within a specialist tutor team with regard to the ALS delivery of BU strategic commitments.
3. Support the Study Manager in the development and facilitation of the Additional Learning Support Service, specifically in relation to Apprenticeships. This is to include staff upskilling and oversight of key contextual and statutory changes within the apprenticeship sector.
4. Have a working knowledge of Cognassist to support students with completing their screening.
5. To analyse Cognassist reports, disseminating results to students and facilitating further induction meetings in order to provide individualised support.
6. Deliver specialist tuition and/or mentoring, supporting students to develop their strategies for independent thinking and learning. This will include establishing a baseline for students' strategies; ensuring students develop, and adhere to, an action plan or Individual Support Plan (ISP) with clear targets and timescales for achieving set goals; supporting students in their metacognitive progress; regularly assessing students' progress in meeting their set targets; and completing a monthly review of progress.
7. Efficiently utilise resources to support individual student's learning, including assistive technology software.
8. Act as key contact between the ALS and Apprenticeship Teams to coordinate the provision of additional support for individual students. This will include reaching agreement on reasonable adjustments as appropriate for each student and the respective course and/or placement.
9. Maintain own professional development and ensure that any required professional qualifications for the role are current at all times.
10. Deal with sensitive and confidential issues within the framework of the Data Protection Act and any other professional and statutory guidelines including those of Student Support Services.
11. Work within the limits of own expertise, identifying when a referral is required and ensuring that referrals are managed in an appropriate manner.
12. Contribute to the development, and deal with the administration, of key processes, service monitoring and student-facing documentation.
13. Participate in cross-University and SSS events as required.
14. Take professional responsibility for the maintenance of work and study areas appropriate to the service, dealing with incidents, responding to security alarms, implementing evacuation procedures, reporting all Health & Safety issues and making recommendations as necessary.
15. Liaise with the Apprenticeship Team regarding student sessions and support hours to ensure that invoices can be generated in a timely and efficient manner.
16. To keep up to date with changes in the Higher Education, social, economic, political and global environment which may affect the additional learning and emotional wellbeing support needs of students.
17. To lead and participate in service initiatives including Drop-ins, Service Excellence events, integrated service activities and training as appropriate.
18. Undertaking any other related duties as may be required by the Director of Student Services

Organisation Chart : TBC

Contacts

Internal:

All BU students and staff **External:**

All users of the University

External suppliers

Student Loans Company, NHS Bursaries and other funding bodies

Parents and student representatives

Employers

External enquirers

Challenges

Tact, diplomacy and sensitivity are key elements of this role as is the ability to remain calm under pressure and in challenging situations.

Understanding the limits of own expertise and identifying when a referral is required are important barriers to note. As is being solution focussed in meeting the needs of complex students and thinking creatively about how their needs can be met so that they can successfully complete their chosen programme.

A high level of customer focus is required striking the right balance between providing support, whilst ensuring at the same time that students – and staff - are aware of their responsibilities.

Information Governance Responsibilities

Data User

- i. Comply with the associated data protection, information security, information management and information technology regulations, policies, processes and procedures.

Safeguarding and Regulated Activity

If the role involves engaging in regulated activity relevant to vulnerable groups including children and disabled adults, it is an [offence to apply for](#) and perform the role, if a person is barred from engaging in regulated activity. Further information is available in BU's [Safeguarding Policy](#) and Suitability Statement on the Recruitment and Employment of Ex-offenders.

Additional Information

NB: The purpose of the job description is to indicate the general level of responsibility and location of the position. The duties may vary from time to time without changing their general character or level of responsibility.

BU is an equal opportunities employer which values a diverse workforce. The post holder must always carry out their responsibilities with due regard to the University's Dignity, Diversity and Equality Policy Statement.

Our highly skilled and creative workforce is comprised of individuals drawn from a broad cross section of the globe, and who reflect a variety of backgrounds, talents, perspectives and experiences to build our global learning community. Through fused activity, the post holder must have an understanding of and commitment to promoting a global outlook.

All employees have an obligation to be aware of the University's Sustainability Policy, Climate and Ecological Crisis Action Plan, Travel Plan and associated documents, and to ensure that they carry out

their day-to-day activities in an environmentally responsible manner and inspire students to do the same.

August 2026

Person Specification

Position / Job Title: Apprenticeship Assessor (Part-Time)	Position No: TBC
Faculty / Service: Student Services	Date: August 2026
SELECTION CRITERIA	Essential / Desirable
Knowledge (including experience & qualifications)	
Undergraduate degree or relevant equivalent experience	E
Postgraduate specialist SpLD or AS qualification	D
Generic teaching qualification: PGCert, CertEd, BEd, SpLD or equivalent level	E
Membership of a relevant professional body – PATOSS	D
Experience of supporting students with sensory, physical and/or speech impairments, and knowledge of their impact on learning and assessment	D
Knowledge of current Apprenticeship Context or experience in this field	D
Understanding of the need for client confidentiality and the Data Protection Act.	E
Understanding of diversity issues and impact on student behaviours	E
Skills	
Excellent Microsoft Office skills with the ability to interrogate database and records systems	E
Proven ability to work with systemic procedures	E
Excellent literacy and numeracy skills	E
Ability to communicate with students with both sensitivity and firmness	E
Excellent interpersonal skills with the ability to communicate confidently in a persuasive and sensitive manner with colleagues, external partners and employers at all levels within an organisation.	E
Able to promote service excellence and quality assurance to prospective and current users of ALS	E
Ability to communicate using British Sign Language	D
Attributes	
Commitment to student-centred support with the ability to work on own initiative and as part of a team	E
Commitment to own continuing professional development	E
Able to represent the University professionally and positively	E
An understanding of own limitations of knowledge, expertise and service boundaries	E
Proven ability to remain calm in a high-pressured environment	E
Excellent attention to detail, well-organised with the ability to prioritise tasks effectively	E