



STREET  
LEAGUE

# JOB PACK

#MOVINGINTOWORK

[streetleague.co.uk](http://streetleague.co.uk)

Street League is an equal  
opportunities employer.



## ABOUT STREET LEAGUE

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Street League operates in  
36 local communities across  
England and Scotland.

Street League's **vision** is to  
see an end to youth  
unemployment in the UK.

We tackle poverty. Using the  
**power of sport** to help **young  
people** who need it most **get  
into education, training and  
jobs.**

Our incredible team of  
passionate employees make a  
difference to the lives of  
young people in the UK's most  
disadvantaged communities.  
In the past 12 months we  
helped **1,241 young people** into  
jobs, education and training.

## THE NEED

Young people are almost three  
times as likely to be  
unemployed as all other age  
groups combined. We support  
the young people who need  
our help the most which  
means we run our  
programmes in the areas with  
the highest youth  
unemployment rates.

Youth unemployment can  
have a long-term impact on  
the physical and mental well-  
being of a young person with  
higher chances of being  
welfare-dependent later in  
life.

# WHERE DO WE WORK?



AYRSHIRE | BIRMINGHAM | DUNBARTONSHIRE  
DUNDEE | EDINBURGH | GLASGOW  
LANARKSHIRE | LEEDS | LIVERPOOL  
LONDON | MANCHESTER | RENFREWSHIRE &  
INVERCLYDE | SHEFFIELD | SURREY

# HOW DO WE MAKE A DIFFERENCE?

We use the power of sport as a hook to engage young people on our Academy programmes where we teach them vital life and employability skills, and deliver qualifications in well-being, employability, Maths, English, and sport. This award-winning programme enables them to achieve their full potential and move into work, education or training.

Our highly-skilled staff provide one-to-one support to every young person on our Academies, understanding their individual needs and aspirations.

Most young people we support have no prior work experience so we set up work placements, enabling participants to gain valuable experience and put the skills we teach into practice.

We know that getting a job is just part of the journey. Once young people secure a job we go the extra mile, providing six months of in-work support and advice (to them and their employer), thus ensuring a smooth transition into sustained employment.

We're committed to honest, social impact reporting. You can see how we're doing at [www.streetleague.co.uk/impact](http://www.streetleague.co.uk/impact).



# JOB DESCRIPTION



<b>POST TITLE:</b>	<b>SVQ / MA Assessor</b>
<b>REPORTS TO:</b>	<b>Modern Apprenticeship Manager</b>
<b>LOCATION:</b>	<b>Paisley</b>
<b>CONTRACT:</b>	<b>1 Year fixed term contract - Full time (37.5 hours) / part time / freelance</b>
<b>SALARY:</b>	<b>£23,862 - £26,339</b>

## Summary of Post

The SVQ / MA Assessor will be responsible for a caseload of candidates and will plan and carry out assessment against Scottish Qualifications Authority (SQA) assessment standards, ensuring timely achievement of SCQF 5 & 6 qualifications and associated milestones. You will be expected to work collaboratively with your candidates over a period of time, visiting them regularly within their workplace to assess their competence using a variety of assessment methods to assess their progress against current SQA standards. It is expected that some travel will be required this will include Scotland wide and possibly some UK travel

## Main Duties and Responsibilities:

### *Assessment*

- Working with Modern Apprenticeship candidates, assessing them as part of their SQA qualifications to ensure successful outcomes in line with contractual requirements and targets.
- Carry out initial assessment process with referred candidates
- Support candidates to overcome any barriers to learning and adapt course content and delivery style to meet these needs.
- Prepare, agree and review assessment plans with each candidate.
- Create candidate portfolios to agreed target standards and ensure they are submitted on time.
- Follow assessment guidelines, using a variety of methods; carry out assessments in accordance with assessment specifications and assessment documentation .
- One-to-one support with candidates at least twice per month to provide support, prepare action plans, undertake assessments and provide feedback on performance.
- Provide feedback and advice to candidates
- Efficient and effective operation of the assessment process in line with Street League policy relating to quality and the requirements of SQA.
- Maintain candidates' individual files and tracking documents, ensuring assessments are completed to the required standard
- Carry out and document candidate reviews
- Manage and maintain candidate portfolios in line with contractual/SQA audit requirements.
- Complete all MA related administrative work in a timely and accurate manner
- Update monthly tracker showing detailed progress of candidate learning
- Contribute to the approval process for qualifications and participate in development visits.
- Co-ordinate with internal verifiers for verification purposes
- Action Internal verification feedback in a timely manner
- Take part in and contribute to standardisation meetings
- Manage your own diary to ensure you are delivering against your KPIs, arranging and attending scheduled visits and completing both company and personal administration
- Collaborating with colleagues and stakeholders to deliver an exceptional service to candidates whilst maintaining standards and regulatory requirements
- Liaise with Apprenticeship Manager to arrange framework enhancement training

# JOB DESCRIPTION (contin.)



## Main Duties and Responsibilities (continued):

### *General*

- Work with the Apprenticeship Manager to ensure that the candidates' needs are met.
- Work collaboratively with the Business Development Manager to market MA offer to employers and secure new starts when required
- Uphold qualification and company standards at all times.
- Work with the Modern Apprenticeship team to develop qualification and training provision in line with contractual and awarding body requirements.
- Ensure Equal Opportunities policies and Health & Safety requirements are complied with and all candidates are given fair access to assessment.
- Attend and participate in meetings within Street

League, and wider networks as required.

- Maintain an annual record of CPD and undertake any training/development as required.
- Take responsibility for safeguarding and promoting the welfare of all candidates with whom you come into contact.
- A flexible approach to the working pattern will be required, as there may at times be a requirement to work outside the normal working week, however sufficient advance notice will given.
- To undertake other duties as required by Apprenticeship Manager



# PERSON SPECIFICATION



Street League has developed the use of selection criteria to aid objective recruitment in line with the Equal Opportunities policy.

## Personal Characteristics

- An individual with a clear commitment to continuous improvement in relation to the quality of learning and assessment & verification
- Self motivated, resilient and highly organised with the ability to work within strict deadlines
- Commitment to the Street League vision to end structural youth unemployment in the UK
- An understanding of Government funded learning programmes and Awarding Organisation systems and procedures. Specifically, for Street League this relates to Skills Development Scotland and the Scottish Qualifications Authority.

## Experience

- Experience of providing assessment activities across multiple sites
- Experience or Occupational Competency in related framework
- Experience within each stage of the assessment cycle, ideally with SQA, but not essential
- Demonstrable experience of assessment at SCQF Level 5 & 6
- Experience of delivery, assessment and verification of Government Funded programmes. Specifically Modern Apprenticeships
- Broad experience of working with Awarding Organisations
- Experience of delivering core skills to SCQF level 3, 4 & 5
- Good understanding of Scottish Qualification Authority (SQA) and Skills Development Scotland (SDS) requirements.
- Experience of supporting candidates with mixed abilities

## Skills & Abilities

- Highly organised with excellent time management skills and capable of working to agreed deadlines
- Good attention to detail and maintains focus during periods of challenge
- Well-developed communication and influencing skills and is capable of facilitating development and improvements for individuals/teams
- Sets high standards and embraces innovative approaches to teaching, learning and assessment that are celebrated across the organisation
- Excellent interpersonal skills and the ability to develop relationships at all levels
- To have a confident and calm approach to problems and an ability to use initiative in developing solutions
- Fully literate in all Microsoft Office applications.

## Qualifications

- Relevant Assessor qualification (A1, L&D9DI etc.) – Essential
- Relevant Verifier Qualification held (V1, L&D11 etc.) – Desirable but not essential

## Knowledge & Understanding

- Demonstrable knowledge and understanding of Awarding Organisation systems, processes, standards and expectations
- Demonstrable knowledge and understanding of how assessment activities can have a commercial impact within a contracting environment

## STREET LEAGUE BENEFITS, REWARD AND RECOGNITION PROVISIONS



The information below provides a summary of the benefit, reward and recognition schemes available. Please check your contract of employment, company policies and scheme rules for eligibility and terms and conditions of provisions. Street League reserves the right to withdraw, amend the scheme and change providers as appropriate.

Lifestyle and Protection	Pension Scheme	Eligible employees are automatically enrolled in Street League's Group Stakeholder Pension Plan operated by Scottish Widows within three months from their start date. At present, Street League contributes 4% of gross basic salary and employees are required to make a gross contribution of 4% of gross basic salary (this is equal to a net contribution of 3.2% which is deducted from basic salary, with the remaining 0.8% being made up of tax relief from the government). Staff may elect to pay contributions which are higher and Street League will match gross contributions up to a maximum of 6% of your gross annual salary.
	Critical Illness Cover	Critical Illness cover provides you with a tax-free lump sum payment if you or your children suffer a covered critical illness.
	Employee Assistance Programme	Access to a 24/7 confidential helpline and online information, plus five counselling sessions. LifeWorks provides support on everyday issues covering family, money, health and wellness, work and stress.
	Life Insurance	2 x base salary cover after one year of service with the company. Additional coverage provided for senior staff.
	Annual Holiday	25 days leave per year, plus one additional day awarded for each year of service up to a maximum of 3 days
	Cash Health Plan	Core level of cover with Simply Health provided for employees with over one year of service. Dependent children may be added at no extra charge. Option to increase level of cover and extend to spouse/partner. Reimbursement of expenses up to annual limits for dental; optical; tests; specialist consultations; complimentary therapies.
	Car Lease Scheme	Access to a car lease scheme with Fleet Evolution through salary sacrifice on completion of probationary period. Includes servicing, tyres, motor insurance and licencing.
	Enhanced Sick absence pay	Company paid sickness absence in accordance with the sickness absence policy and contract of employment after probationary period completed (6, 9 or 12 months)
	Season Ticket Loan	Interest free loan to cover the cost of your season ticket, repaid from your salary payments
	Enhanced Jury Service	Full salary paid during Jury service minus deduction for expenses received from the court
	Cycle to work	Purchase of a bicycle and/or safety equipment to get to work, tax free and paid for monthly via salary sacrifice up to the value of £1000.

Other	Staff Conference	A biennial staff conference to meet staff across the organisation and celebrate success
	Staff Survey	Have your say in the annual anonymous staff survey
	Training & Development	Opportunities to gain skills and receive formal training, participate in working groups (such as curriculum development, quality forums, etc) and undertake CPD.
	International Trips	A limited number of opportunities to participate in international events linked to streetfootballworld