

## Job Description

<b>JOB TITLE:</b>	<b>Independent End-Point Assessor – Coaching Professional</b>
<b>POSITION:</b>	<b>Freelance</b>
<b>LOCATION:</b>	<b>Remote</b>
<b>REPORTS TO:</b>	<b>Head of Quality and Compliance</b>

### THE ROLE

Due to continued growth DNA Awarding is seeking an Independent End-Point Assessor (IEPA) to assess the Coaching Professional Level 5 standard. As an IEPA for DNA Awarding you will carry out End-Point assessment activities and make decisions on assessment outcomes for apprentices.

You will be a passionate individual who wants to inspire the next generation of coaching professionals. Here at DNA Awarding we are committed to providing a high-quality assessment experience, where apprentice success is at the forefront of our minds. DNA Awarding places unique value on the strength of our customer support and collaboration throughout the full apprentice journey and as an IEPA you will play an important role in this.

### KEY RESPONSIBILITIES

- Conduct End-Point Assessment planning meetings with apprentices and their employers to agree a schedule for assessment activities.
- Carry out high quality and compliant End-Point assessments of apprentice's competence against the apprenticeship standard both remotely and at the apprentice's workplace.
- Record and submit concise reports with assessment feedback explaining assessment decisions in line with the grading criteria with agreed timelines.
- Carry out internal quality assurance activities in line with sampling plan (where acting as IQA).
- Provide detailed and appropriate feedback to support apprentice development.
- Complete scheduled assessments in an accurate and timely manner, ensuring that all SLAs are adhered to.
- Complete and maintain all required assessment and regulatory paperwork, using the appropriate systems for internal and external quality assurance.
- Execute all activities in line with DNA Awarding values.
- Ensure all assessment judgements are fair, valid, and free from bias.
- Take responsibility for own development and provide evidence of ongoing, relevant Continuous Professional Development (CPD). Maintaining excellent working knowledge of Apprenticeship Standards and assessment plans relevant to the area of expertise.
- Attend and take part in regular standardisation activities, organised, and delivered by DNA Awarding.
- Uphold and promote DNA Awarding policies and procedures.

## DO YOU HAVE WHAT WE ARE LOOKING FOR?

### Essential

- Have recent relevant understanding of the Coaching Professional Standard and the Coaching industry, gained within the last 3 years or significant experience within the sector.
- Have a Level 5 or higher qualification in the area of Coaching.
- Have membership of one of the following coaching professional bodies:
  - Associate for Coaching
  - European Mentoring and Coaching Council
  - International Coach Federation
- Hold or be working towards an Assessor Award (A1,TAQA qualification or equivalent).
- Be able to provide two valid referees of the appropriate standing .
- Level 2 English and Maths qualifications (or equivalent) .
- Outstanding organisational and time management skills .
- Full, clean, UK driving license and use of a vehicle .
- Ability to be flexible in your work approach whilst solving problems independently .
- Excellent written and verbal communication skills .
- Competent in the use of IT packages and confident with web-based IT systems.
- Consistent and high level of accuracy in undertaking work tasks to the highest standards of quality.
- Flexible attitude towards work.

### Desirable

- Hold or be working towards a relevant Internal Quality Assurer qualification .

