

**Job Title:** Assessor

**Responsible to:** Assistant Principal

### **1. Job Purpose**

1.1 To deliver training, assessment and quality assurance of the college's work based learning programmes, in line with the college's Apprenticeship Strategy towards the growth of high quality, employer focused provision that maximises the opportunities for learners to achieve and progress into sustained employment.

### **2. Key Responsibilities**

2.1 Provide training and assessment to facilitate the progression of learners' to successful completion and achievement of qualifications to meet awarding body requirements and apprenticeship frameworks/standards.

2.2 Facilitate, monitor and track the delivery of the training, assessment and quality assurance for a specified caseload.

2.3 Deliver training in appropriate skills and knowledge in all aspects of framework content to work based learning candidates.

2.4 Carry out learner assessment including theory and Functional Skills support where appropriate.

2.5 Support the implementation of internal quality assurance (IQA) processes where appropriate and ensure all relevant registration requirements are implemented.

2.6 Complete regular monitoring and review of learner's progress in conjunction with staff, tutors and employers in accordance with college policy and contractual agreements.

2.7 Develop employer engagement, identifying employment opportunities that support the growth of the college provision.

2.8 Contribute to marketing and promotional activities to recruit new candidates and promote commercial training activities, including the attendance of events where appropriate.

2.9 Liaise with relevant staff and tutors to ensure that any referred learners are inducted and guided into their agreed training plan, and can achieve their objectives as efficiently and effectively as possible while meeting all contractual requirements.

- 2.10 Accurately maintain records and documentation necessary for audit, quality assurance and key performance indicators.
- 2.11 Comply with the safeguarding policy and procedure in addition to the safeguarding responsibilities within the scope of this role.
- 2.12 Maintain continuous professional development in the context of the relevant industry sector and in line with awarding organisation's requirements and college policy.
- 2.13 Liaise with appropriate College staff as necessary to ensure the effective use of College resources to achieve its mission, and to ensure the smooth and effective running of the College.
- 2.14 Undertake such other duties as may be reasonably required of the post-holder. This may include teaching, practical instruction and student assessment and other related activities.

### **3. Specific Duties**

- 3.1 Coordinate off and on the job training activities with employers where appropriate.
- 3.2 Adapt assessment/ resources/materials to meet individual learner needs.
- 3.3 Assess student competence in College or in the workplace and devise relevant assessment processes.
- 3.4 Provide professional support and guidance to learners, parents, employers and other external parties where appropriate.
- 3.5 Carry out learner induction into the college and/or workplace including Health and safety awareness.

### **4. General Duties**

- 4.1 Maintain records that support the learning experience.
- 4.2 Support student enrolment and internal and external marketing activities of the College.
- 4.3 Contribute to curriculum development activities where applicable.
- 4.4 Contribute to the Quality Assurance process through curriculum validations, audits, inspections, self-assessment, and quality improvement plans.
- 4.5 Work within agreed targets/objectives

### **5. Budget Responsibility**

The post holder **is not** a budget holder under the College's accounting systems. However the post holder will be required to observe and comply with the financial regulations of Tameside College at all times.

## **6. Continuing Professional Development**

- 6.1 The post holder will proactively take part in the College's Appraisal process.
- 6.2 The post holder will be expected to attend training and continuous professional development events and be responsible for their own professional updating.

## **7. Health and Safety**

- 7.1 The post holder will be required:
  - To take reasonable care to safeguard their own safety and that of others with whom they work;
  - To cooperate with designated officers named by the Governors and/or the Principal and any other designated College manager to enable the College to comply with its obligations under Health and Safety legislation.
  - Not to interfere with or to misuse anything provided in the interests of health and safety or welfare.
  - To report immediately any defects in plant, equipment or the working environment

## **8. Equality and Diversity**

Tameside College is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the College's Equality policy as appropriate.

## **9 Values**

Tameside College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working.

- Respect for learners and staff
- Equality and Diversity
- Success for all

- Professionalism
- Excellence in Service Delivery
- Commitment
- Transparency

**10. Safeguarding Children and Vulnerable Adults**

Tameside College recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any College activities and expects all staff to share this commitment.

**11. College Policies and Procedures**

All staff are required to comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via staff intranet

**NOTE:**

The job description is current as at the date of the appointment. In discussion with your line manager your job description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

**Signed: (Principal)** .....

**Date:**.....

**Signed: (Post holder)** .....

**PERSON SPECIFICATION**

**Post Title: NVQ Assessor**

	<b>Minimum Essential Attributes</b>	<b>Desirable Attributes</b>	<b>Method of Assessment</b>
<b>1. Skills</b>	<ul style="list-style-type: none"> <li>• Ability to assess student skill and competence</li> <li>• Ability to provide pastoral and tutorial support to students</li> <li>• Good communication skills</li> <li>• Effective planning and organisational skills</li> <li>• Ability to prioritise workloads and work to deadlines</li> <li>• Good administrative skills</li> <li>• Ability to work flexibly as part of a team</li> <li>• IT Skills</li> <li>• Current driving licence and use of a vehicle</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to instruct in a workshop environment across a mixed range of levels, modes and abilities</li> </ul>	Interview/Application Form/Reference
<b>2. Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of AAT related occupations</li> <li>• Conversant with CAA qualifications up to Level 3</li> <li>• Understanding of industry/occupational standards and/or NVQs</li> <li>• Work based assessment</li> <li>• Knowledge of Health and Safety legislation within the industry</li> </ul>	<ul style="list-style-type: none"> <li>• Apprenticeship frameworks</li> <li>• Health &amp; Safety regarding employers premises</li> <li>• Understanding of Key Skills</li> </ul>	Interview/Application Form
<b>3. Experience</b>	<ul style="list-style-type: none"> <li>• A minimum of 5 years relevant occupational experience</li> <li>• Recent industrial experience in relevant occupation</li> <li>• Providing advice and guidance</li> <li>• Experience of dealing with the training needs of learners</li> <li>• Involvement in supporting learners through a range of methodologies</li> <li>• Liaison with companies, industry, training providers.</li> </ul>	<ul style="list-style-type: none"> <li>• Assessing students skills and competence</li> <li>• Recent employment in a training/assessor role</li> </ul>	Interview/Application Form

<b>4. Qualifications, Training etc. (if any)</b>	<ul style="list-style-type: none"> <li>• Assessor qualification (A1, TAQA, D32)</li> <li>• Evidence of attainment at level 2 in English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>• Internal verifier award (D34 or V1)</li> <li>• Health &amp; Safety qualification</li> <li>• Level 4 qualification in relevant subject area</li> <li>• Teaching Qualification at level 3 or willing to achieve within 12 months.</li> </ul>	Application Form
<b>5. Work Related Circumstances</b>	<ul style="list-style-type: none"> <li>• Willing to undertake any training relevant to the requirements of the post.</li> <li>• Willing to demonstrate commitment to the demands of the post through regular and punctual attendance.</li> <li>• Willing to undertake first aid training and duties as necessary</li> </ul>		References/Interview
<b>6. Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Willing to implement College Equal Opportunities Policies.</li> </ul>	.	To be assessed at interview.
<b>7. Safeguarding</b>	<ul style="list-style-type: none"> <li>• Willing to take responsibility for promoting and safeguarding the welfare of children and your persons that you will be responsible for, or come into contact with</li> </ul>		To be assessed at interview