

JOB DESCRIPTION

1. JOB TITLE: Workplace Assessor

2. SALARY: Support staff salary Point 26 – Point 29

3. RELATIONSHIPS: The Post-holder:

3.1 Is responsible to the Course Manager

3.2 Will make and maintain productive relationships with all members of the college and others from time to time co-opted to advise them

4. PURPOSE OF THE JOB:

Within the context of the Huish Business School the post holder will be responsible for a caseload of work-based candidates and will plan and carry out assessment against National Occupational Standards, ensuring timely achievement of qualifications.

5. KEY RESPONSIBILITIES AND DUTIES:

5.1 Visiting learners in the workplace and assessing them as part of their apprenticeship to ensure the successful outcome in line with contractual requirements and targets, and where appropriate deliver workshops linked to apprenticeships and workplace learning.

5.2 Prepare, agree and review assessment plans with each candidate. Create learner portfolios to agreed target standards and ensure they are submitted on time either paper based or e-portfolios.

5.3 Visit candidates within the workplace to provide support, prepare action plans, undertake assessments and provide feedback on performance.

5.4 Efficient and effective operation of the assessment process in line with College policy relating to quality and the requirements of the awarding body representatives.

5.5 Carry out 12 weekly reviews with apprentices ensuring all party involvement.

5.6 Carry out interim and completion and progression reviews with privately funded and WPL funded learners.

5.7 Manage and maintain learner folders in line with SFA audit requirements.

5.8 Assist with development of the provision to ensure the programme is up to date.

5.9 Liaise with the course tutor to ensure that the learners' needs are met on the course.

- 5.10 Promote apprenticeships and full cost recovery initiatives with employers including encouragement of progression routes. Maintain knowledge of funding streams and eligibility criteria.
- 5.11 Undertake Health and Safety checks for learners on programme.
- 5.12 Ensure the full embedding of all Equal Opportunities policies and Health & Safety requirements and safeguarding are complied with and all candidates are given fair access to assessment.
- 5.13 To take responsibility for safeguarding and promoting the welfare of all students with whom you come into contact.
- 5.14 To contribute to the promotion of equality and individuality of all users of the college.
- 5.14 Participate in and support the annual self-assessment process.
- 5.15 Attend and participate in meetings within the School, as required.
- 5.16 Represent the School at relevant events (including some evenings) and generally supporting the College's marketing strategy.
- 5.17 Additional duties appropriate to the post as directed by the Course Co-ordinator.

The job description may be re-negotiated at the request of either the Post-holder or the Assistant Principal.

PERSON SPECIFICATION
NVQ Assessor

KEY	SKILL/QUALITY	Essential	Desirable	METHOD OF ASSESSMENT		
				App Form	Interview	Presentation / Tasks
What educational background is required? (E.g. GCSE/degree level etc).	<ul style="list-style-type: none"> ◆ Level 4 qualification orequivalent. ◆ Level 3 qualification orequivalent. ◆ Good level of IT. ◆ Full driving licence. ◆ Good verbal and written skills 	✓ ✓ ✓ ✓	✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What professional qualifications are required? (E.g. teaching, secretarial, qualifications).	<ul style="list-style-type: none"> ◆ Relevant job related training or qualification indicating level of competence. ◆ D32 / D33 or A1 Award. 		✓ ✓	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is previous job experience necessary? How many years? In what type of role? (E.g. similar experience or responsibilities in Education).	<ul style="list-style-type: none"> ◆ Experience within an assessorrole. ◆ Proven track record of meeting targets. ◆ Experience of working in the training / education sector. ◆ Experience of working withinindustry. 	✓ ✓	✓ ✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Does the job require specialist knowledge or skills? (E.g. legislation, policy-making, supervisory experience, clerical skill).	<ul style="list-style-type: none"> ◆ An appreciation and understanding of SFA funding streams. ◆ Knowledge of NVQ qualifications, and NVQ Code of Practice requirements. 	✓	✓	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
What personal qualities are required? (E.g. enthusiasm, initiative, team working skills).	<ul style="list-style-type: none"> ◆ An ability to demonstrate excellent communication skills and the abilityto relate to a wide range of people. ◆ High level of presentationalskills ◆ Ability to manage a constant workload with conflicting demands to achieve timely targets ◆ Ability to work effectively as a memberof a team ◆ Appropriate professionalappearance ◆ Commitment to quality ofservice ◆ An ability to influence andmotivate learners ◆ An enthusiastic approach within atarget orientated environment ◆ Flexible attitude. ◆ Commitment to high professional and personal standards of work and ofconduct 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Are there any unusual job requirements? (E.g. evening/weekend duties, Governor liaison).	<ul style="list-style-type: none"> ◆ Attendance at networking and marketing events, may include evenings and weekends 	✓		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>