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**JOB DESCRIPTION**

**JOB TITLE: Assessor – Digital Marketing & Social Media**

**GRADE: £23,432 - £26,031 (Sessional £14.23 to £16.30 per hour)**

**Summary of Position**

Assessment and delivery of Workplace learning programmes (sector based) to ensure high quality learning and training for learners on Government Funded Learning Programmes

**MAIN DUTIES AND RESPONSIBILITIES TO INCLUDE:-**

1. Interviewing, recruitment and initial assessment of prospective learners in line with SFA contract allocations.
2. Developing individual learning programmes
3. Organising and delivering induction programmes.
4. Continually reviewing/monitoring learners on learning programmes.
5. Completion of HASP forms for every workplace
6. Liaison with Shropshire Youth and other partners to support learners.
7. Visiting learners and supervisors at the workplace to monitor progress and complete appropriate assessments.
8. Completing all necessary administration tasks by specified deadlines.
9. Maintaining records of students’ progress using E-Assessment software.
10. Using appropriate software to monitor E-portfolios.
11. Liaison with relevant organisations and attendance at appropriate meetings.
12. Delivery of QCF underpinning knowledge and relevant technical certificates.
13. To liaise with Head of Department regarding delivering of practical instruction to learners on full time programmes.
14. To liaise with Head of Department regarding assessment of students’ work and the provision of constructive feedback.
15. Delivery of Functional Skills as appropriate.
16. Achievement of timely and overall completion to ensure above benchmark success rates.
17. Monitoring of programme key performance indicators.
18. Maintaining a viable caseload.
19. Liaison with the Workplace Learning Manager to follow-up sales leads.
20. Marketing and promotion of all college activities.
21. Undertaking any other duties commensurate with the post as requested by your line manager

The postholder is expected to act at all times in manner that encourages equality of opportunity for all Students, Staff and Visitors to the College and also to adhere to their responsibilities as required to ensure a safe and healthy environment in which to work and study. Further details on both these issues can be found in the College Equal Opportunities Policy and Health and Safety Policy, which are widely available including in College libraries and on the College Intranet.

A Disclosure check with the Disclosure and Barring Service will be a requirement of employment. Please note that a record of a conviction may not automatically prevent a candidate from receiving an unconditional offer of employment.

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| **QUALIFICATIONS** | Appropriate subject based qualification at least one level above the highest level to be assessed.  A1 Award | Leadership qualification.  V1 Award |
| **EXPERIENCE** | Specialist knowledge within the appropriate sector and related subjects.  At least 3 years’ experience in a related Industry. | Leadership of a Workplace Learning sector team.  Experience of delivering high quality workplace learning.  Experience of E-Assessment.  Delivery of E-Learning. |
| **ABILITIES, SKILLS AND COMPETENCIES** | Excellent IT skills (ability to work with a range of software).  Excellent administration and organisational skills.  Excellent communication skills.  Ability to work under pressure and to tight deadlines.  Must have current driving licence and use of own car. | The ability to identify opportunities for growth.  To grow enrolment within Workplace Learning.  Knowledge of Skills Funding Agency contracts and funding.  Knowledge of the Ofsted Common Inspection Framework and its impact on Workplace Learning. |