

## **SOUTHEND ON SEA BOROUGH COUNCIL**

### **Southend Adult Community College**

#### **JOB PROFILE**

#### **JOB DESCRIPTION**

Job Title	Hourly paid assessor
Reports To	Programme Manager
Level	Scale 1-2 (£13.01 - £ 13.70 per hour) Dependent on qualifications and experience
Hours	1 FTE
Main Purpose of the Job	<ol style="list-style-type: none"><li>1. To plan, assess and evaluate learners and to deliver high quality and inclusive learning opportunities.</li><li>2. To support curriculum management on curriculum and course development</li><li>3. To fully participate in the quality assurance and improvement processes and procedures</li><li>4. To support the achievement of annual targets</li></ol>
Principle accountabilities and responsibilities	<ol style="list-style-type: none"><li>1. To ensure that at all times duties are carried out with due regard to the College policies and procedures including Safeguarding and Prevent</li><li>2. To assess learners effectively for an agreed caseload across all delivery sites whether internal or external to the College. On occasion, these duties may include teaching.</li><li>3. Undertake an agreed schedule of work commensurate to the needs of the College</li><li>4. To interview and provide initial assessment and guidance to learners, including completion of workplace enrolments</li><li>5. To monitor, evaluate and assess individual learner progress and achievement, including internal quality assurance as required.</li><li>6. To develop and lead courses under the supervision of a line manager.</li><li>7. To contribute to the College's quality initiatives including self-assessment, observation, appraisal and the mentoring and support of part-time assessors.</li><li>8. To contribute in cross-service team initiatives.</li><li>9. To produce course documentation such as tracking of individual learner progress, and participate in the development of assessment materials and resources, including use of Information Learning Technologies.</li><li>10. To assess programmes appropriate to the needs, aspirations and levels of competence of learners.</li><li>11. To prepare up to date assessment materials relevant to the needs of learners.</li><li>12. To monitor learners' attendance and progress, maintain records, and prepare reports and where appropriate, keep own records and contribute to an efficient service-wide record keeping system.</li><li>13. To participate in course development and review.</li><li>14. To work or liaise with learning support and other tutors and job mentors for referral purposes as appropriate.</li></ol>

	<ul style="list-style-type: none"> <li>15. To contribute to and take up staff development opportunities.</li> <li>16. To participate in curriculum development, including integrating blended learning methodologies in order to meet learner needs, promote achievement and develop progression opportunities.</li> <li>17. To assist with related assessor tasks such as, but not limited to, attending WBL and apprenticeship promotional events, exam invigilation</li> <li>18. To assist in publicity and marketing of the college and its services.</li> <li>19. To carry out such duties as the line manager shall from time to time require.</li> <li>20. Carry out duties with due regard to the Council's Customer Care, Equal Opportunities, Information Governance, Data Protection and Health and Safety policies and procedures.</li> <li>21. Undertake any other duties commensurate to the level of the post, including cross-service responsibilities as agreed with the line manager.</li> </ul>
	Evening and occasional weekend working will be required

***This role requires an Enhanced Disclosure from the Disclosure and Barring Service.***

		METHOD OF ASSESSMENT ✓		
		Application Form	Interview	Test
	<b>EDUCATION &amp; PROFESSIONAL QUALIFICATIONS</b>			
	A degree or equivalent experience	✓		
	An appropriate teaching qualification (dependent on the level of courses being assessed) relevant for working in FE or Adult and Community Learning or commitment to gain one within two years	✓		
	Level 3 Certificate in Assessing Vocational Achievement	✓		
	Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	✓		
	Level 2 Maths and English, minimum GSCE grade C or equivalent (or commitment to gain one within 2 years).	✓		
	<b>EXPERIENCE</b>			
	Recent experience of teaching adults and/or young people	✓	✓	
	In-depth and practical knowledge of a subject	✓	✓	
	Experience of embedding maths, English and employability into teaching	✓	✓	
	<b>SKILLS &amp; ABILITIES</b>			
	Ability to plan and deliver inspirational teaching/training and learning sessions appropriate to adults and young people from a variety of cultural and educational backgrounds using a variety of teaching methods currently considered good practice.	✓	✓	
	Ability to develop effective teaching materials of a high standard and appropriate to the needs of learners.	✓	✓	
	Ability to evaluate and track learner progress.	✓	✓	
	Ability to assess learner work for accreditation if appropriate for the course.	✓	✓	
	Ability to use ICT and e-learning in teaching, course planning and administration.	✓	✓	
	Ability to model teaching practice, mentor and support other teachers to improve their teaching practice and contribute towards a CPD programme.	✓	✓	

	Effective communication and inter-personal skills including standard of English appropriate to the post.	✓	✓	
	Good organisational skills	✓	✓	
	Ability to work under pressure with changing priorities	✓	✓	
	<b>KNOWLEDGE</b>			
	Evidence of continuing professional development	✓	✓	
	Understanding of the importance of retention and achievement and how to maximise these.	✓	✓	
	The Common Inspection Framework relating to adult and community learning	✓	✓	✓
	Local and national priorities for adult and community learning	✓	✓	✓
	<b>EQUAL OPPORTUNITIES &amp; CUSTOMER CARE</b>			
	An understanding of the equal opportunities policy of the Service and experience of implementing it	✓	✓	
	<b>SPECIAL REQUIREMENTS</b>			
	Evidence of eligibility to work in the UK.	✓		

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