

#### Job Description – Assessor

**Job Purpose:** To carry out work place training/assessments on trainees at level

 3 and above as part of the Apprenticeship programme.

**Salary:** £16,520 pa - £24,670 pa (pro rata for fractional posts)

# Duties/responsibilities

1. To manage a caseload of trainees.
2. To enable trainees to achieve their primary learning goals in an optimum time for each individual in order that they achieve their targets.
3. To draw up, agree and monitor individual training plans with each trainee and employer.
4. To adhere and comply with all requirements of awarding bodies and those of the College.
5. To be fully understand the requirements of the programmes
6. To be involved in induction sessions where appropriate.
7. To visit trainees on a regular basis to monitor progress, carry out reviews and assessments based on the agreed schedule.
8. To ensure that performance criteria can be achieved by employees and, where difficulties are encountered, to negotiate on the trainees’ behalf with the employers to enable the trainee to progress.
9. To ensure that trainees’ time sheets are completed correctly and returned by the dates due.
10. To meet regularly with other trainers/assessors from all vocational areas to ensure consistency of practice.
11. To maintain regular contact with the Course Leader for the vocational area.
12. To maintain weekly contact with the programme administration team
13. To report achievement of trainees within the required time scale.
14. To conduct exit interviews with leavers, record responses, analyse responses and feed results into programme review and action planning process.
15. To promote employer links and identify/promote training opportunities.
16. Undertake such other duties as may from time to time be required which are consistent with the level of post held.

## Data Protection

You are required to meet the specifications of the College’s Data Protection Policy as part of your conditions of employment. This will include information relating to past and prospective employees and students, suppliers and customers.

## Equality and Diversity

Halesowen College is embedding equality of opportunity principles in its activities and welcomes applications from all suitably qualified people, irrespective of age, sex, gender reassignment, marital or civil partnership status, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, unrelated criminal convictions or family responsibilities. Applications from potential job sharers are welcomed.

There is a duty not to discriminate against staff, students or potential students by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

The College is proud of the diversity amongst its students, staff and governors. We welcome all sections of the community and value the contributions to the achievement of the College’s mission that are made by members of the College from a wide range of backgrounds and experiences.

All staff must demonstrate an awareness of equality and diversity principles, as set out in College policies.

## Childcare Facilities

There is a day Nursery on the Whittingham Road campus for children aged 2 to 5 years. It

is open 8.00 am to 5.30 pm Monday to Thursday and 8.00 am to 5.00 pm Friday. Further details are available from the Nursery staff on 0121 602 7777 Ext. 302.

## Information Technology

The College has around 2500 computers across its sites including PCs, laptops, netbooks and Macs running a range of industry standard software. Equipment is available for long and short term loans, and guest access to our wireless network is provided for personal devices. We also run a PC booking system to ensure you can get access to a computer when you need it.

All staff and students are given a personal computer account with access to email and storage which is available on and off site.

A wide range of classroom technologies are in place such as the Moodle Virtual Learning Environment, cameras, voting devices and interactive whiteboards/data projectors.

## Health and Safety

The College and its employers have legal obligations in respect of the health, safety and welfare of persons at work and the protection of others against risks to health and safety in connection with their activities. Specific health and safety responsibilities are detailed in the college Health and Safety Policy.

## Smoking

Halesowen College is a designated smoke-free environment within the parameter of all College property by order of the College Governors. This rule applies equally to staff and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

## DBS Disclosure

All staff must undergo an Enhanced DBS Disclosure and cannot commence employment until satisfactory clearance is received. All staff should attend relevant training on safeguarding children. Halesowen College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment interview will explore an applicant’s suitability to work with children/young people.

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Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.