

Loughborough College Job Description

1. Job Details

Job Title: Early Years Assessor

Competency Level: Curriculum Support 3

Reporting To: Curriculum Manager

Department: Service Industries

Annual Salary (FTE): £21,187 - £23,759 per annum

Date: February 2018

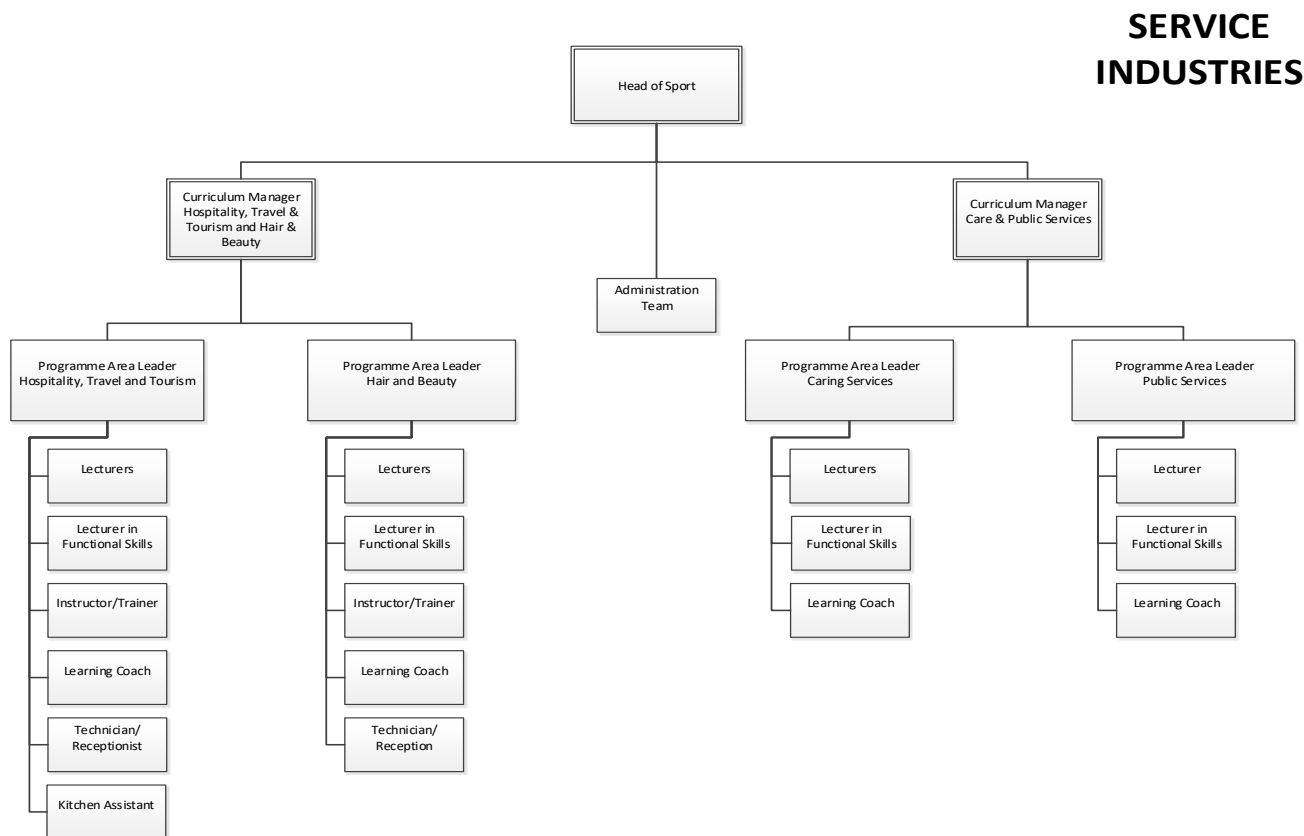
2. Job Purpose

To support students in successfully completing their course and achieving a relevant qualification through the assessing of performance and/or related knowledge in a range of tasks, ensuring the competence and knowledge demonstrated meets the requirements of the curriculum/ awarding body.

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- To act as an assessor, in the workplace or on college premises, for groups of students or individual students on a range of programmes ensuring that practical and written work is assessed in line with awarding organisation and college requirements
- To hold progress reviews with students in line with programme requirements, for example portfolio compliance
- To monitor and record student progress and success in a timely manner in line with Awarding Organisation requirements
- To participate in moderation processes and internal verification
- To comply with best practice administrative and quality assurance systems
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management

6. Key Result Areas

Action	Result
Organise regular visits to assess students in the work place or other setting	To ensure students are supported and on track to achieve
Provide timely, detailed feedback to the learner	To ensure all students achieve to the best of their ability
Complete relevant records of all assessments	To maintain accurate tracking of student progress
To participate in moderation and internal verification	To ensure Awarding Organisation criteria are met and academic standards maintained
To co-ordinate students on vocational programmes within agreed timescales	To ensure students achieve in a timely manner
Participate in staff development opportunities and mandatory training	To ensure teaching and learning is up to date and maintained to the highest standards

7. Key Working Relationships and Communications

Internal: Head of Department, Curriculum Manager, Programme Area Lead, Work Related Learning Co-ordinator

External: Awarding Bodies

8. Scope for Impact

Not applicable

9. Competency profile

Competency	Descriptor	Competency	Descriptor
Accountable - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Takes ownership for own development, supports that of others and develops beyond own role. Works efficiently; makes best use of the College's resources. Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies.	Entrepreneurial - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. You respond enthusiastically to ideas from individuals or teams and provide constructive feedback. You understand how your tasks fit into achieving the College's outcomes.
Agile - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Supports change and supports colleagues in adapting to change. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard. Anticipates customer needs; prevents poor service; delivers consistently high quality service. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.	Inspiring - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Brings leadership qualities to supervisory skills; inspires others to be their best. Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs. You include people in deciding actions and processes so that they feel personally connected to the accomplishment of goals. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws.
Engaging - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement. Communicates with accuracy; enables mutual understanding; confident presenter. You recognise others' strengths and weaknesses; you support them where there are shortcomings, and leverage their strengths so that your team achieves desired outcomes.	Integrity - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times.</i>	Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Own work consistently contributes to the strategic aims of the College. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.

10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	TAQA Assessor Award or equivalent	✓		Application/ Certificates
2	IQA Verifier Award or equivalent		✓	Application/ Certificates
3	Possess a relevant vocational qualification at an appropriate level	✓		Application/ Certificates
4	Possess at least a level 3 teaching qualification		✓	Application/ Certificates
5	Good standard of literacy and numeracy levels 4 - 9 (GCSE grades A-C) in English Language and Maths or equivalent	✓		Application/ Certificates
EXPERIENCE				
6	Experience of delivering sessions to groups		✓	Interview/Assessment
7	Experience of supporting and managing diverse needs of students	✓		Application/ Interview
8	Proven experience of motivating students to achieve excellent results	✓		Application/ Interview
9	Experience contextualising and embedding learning to meet specific learning needs	✓		Application/ Interview
10	Evidence of effective use of ICT/ILT in all aspects of work	✓		Interview/ Assessment
11	Experience of collaborating with colleagues from other subject areas	✓		Interview
SKILLS & KNOWLEDGE				
12	Good teaching and learning skills	✓		Interview/ Assessment
13	Experience of active learning and assessment methods	✓		Interview/ Assessment
14	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a vocational context	✓		Interview
15	Work flexibly and to deadlines	✓		Interview
16	Excellent planning, administration and organisational skills	✓		Interview/ Assessment
17	Communicate effectively to a diverse range of stakeholders at all levels	✓		Interview
18	Work independently and as a part of a cross-curricular team	✓		Interview
29	Provide clear feedback to students and key staff	✓		Interview
20	Possess a vocational background knowledge and an ability to engage with vocational content	✓		Interview/ Assessment
BEHAVIOURS				

21	Work effectively with colleagues as part of team	✓		Interview
22	Motivate and relate with students from a range of different cultural backgrounds	✓		Interview/ Assessment
23	Comply with professional standards at work	✓		Interview
24	Show commitment to the improvement and maintenance of standards	✓		Interview
25	Promote the College's equal opportunities policy and practices	✓		Interview/ Assessment
26	Ensure the safeguarding of students	✓		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in February 2018 and may be amended in light of changing circumstances following discussion with the post holder.

Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	