

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Assessor/Trainer - Social Media
Job Ref No:	REQ000135
Contract Type:	Permanent
Hours per week:	18.25
Term-time only:	N/A
T&Cs:	Business Support
Scale:	E
Salary:	£22,350 to £24,500 pro-rata (actual £11,175 to £12,250 per annum)
Location:	Post-holders can be required to work at any College Centre
Responsible to:	Head of School

Aims of Job/Job Purpose

The main purpose of this post will be to deliver, assess, and support apprenticeship programmes within the curriculum division, in Social Media, Creative, Digital Media and any Media Delivery

Manage a case load of students throughout their period of study at the college.

Key Accountabilities and Responsibilities

- Work with students and employers delivering and assessing knowledge and competence on College and/ or employer premises
- Work with college staff to develop and deliver flexible programmes to meet identified needs.
- Assist in the monitoring, review and evaluation of provision in line with the College's Quality Assurance procedures.
- Undertake the enrolment, registration and if required the Basic Skills screening of students.
- Assist with the marketing and promotion of college programmes as required.
- Fulfill the role of assessor/trainer in accordance with the Code of Practice, including the training, development and supporting assessors.
- Review and complete detailed records of students' progress and achievement on Smart Assessor

- Manage a case load of students throughout the duration of their course (case loads will be determined by the Head of School)
- Report to the assistant director on students progression, achievement and success as and when required.
- Liaise and work with MIS and exams administrators as and when required to ensure data processing requirements are fulfilled.
- Attend regular standardisation meetings in accordance with the Code of Practice and the college's quality assurance policies.
- Assess and monitor student progress and portfolio development
- Arrange assessment opportunities in liaison with College staff and employers to fulfill the requirements of the awarding body
- Undertake your duties so as to comply with the requirement of internal and external quality standards, as well as contributing to the college meeting its strategic aims.
- Attend meetings at the request of your line manager to ensure efficient communication with the college.
- All employees of South and City College Birmingham are required to engage in CPD (continuous Professional Development) and the appraisal process.
- Undertake your duties so as to comply with college policies and procedures, as well as health and safety regulations.
- Carry out any reasonable instructions, which involve additional duties commensurate with the level and grading of this post.
- Must demonstrate commitment towards and support the safeguarding and promotion of students' welfare.

Other Duties and Responsibilities

- a) Comply with internal and external quality standards and contribute to the College's strategic aims.
- b) Comply with college policies and procedures and health and safety regulations.
- c) Support the safeguarding and promotion of students' welfare.
- d) Maintain confidentiality in relation to all College information and to comply with Data Protection Legislation.
- e) Participate in the College's Appraisal scheme and undertake any training as required.
- f) Support and actively participate in the implementation of the College's Equal Opportunity policies.

PERSON SPECIFICATION

Characteristic	Essential	Desirable	Evidence
<p>Relevant qualification at or above the level of the award being assessed</p> <p>Already hold or be prepared to achieve the TAQA Award</p> <p>Evidence of a personal portfolio of Continuous Professional Development</p>	√		Application Form/Interview
<p>Already hold or be prepared to achieve a teaching qualification</p>		√	
<p>Can demonstrate recent experience of professional practice, evidence of supporting vocational training programmes</p> <p>Have an understanding of the National Occupational Standards</p> <p>Have knowledge of specific service area standards in areas to be assessed or verified</p>	√		Application Form/Interview
<p>Have minimum of two years industrial/ trade experience in a position at or above the level of the vocational programme being assessed or verified.</p>	√		Application Form/Interview
<p>Can demonstrate an ability to develop practical approaches to partnership training initiatives</p> <p>Compliance and willingness to fully support the College's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults</p> <p>Compliance and willingness to fully support the College's policies in particular with respect to equal opportunities, social inclusion and widening participation</p> <p>Willingness and ability to work as a member of a team, including working co-operatively and supportively with colleagues, sharing information, expertise and experience and progressing issues through to conclusion</p> <p>Ability to work with and initiative to support a range of learners</p>	√		Application Form/Interview

<p>Excellent interpersonal skills, both verbally and written and ability to work in a flexible manner</p> <p>Good planning and administrative skills</p>			
<p>Self-motivated</p> <p>Demonstrate an understanding of multi-cultural diversities</p> <p>Be committed and enthusiastic about the College and the divisions 'can do' attitude</p> <p>Innovative and adaptable to new working practices</p> <p>Demonstrate engagement in self development and willingness to undertake further development and training as required by the College</p>	√		Application Form/Interview
<p>Suitability to work with children, young people and vulnerable adults</p> <p>Eligibility to work in United Kingdom</p> <p>Able to work flexibly across college sites</p> <p>Able to work outside of the normal week, with reasonable notice, as required and depending on the needs of the service. This may include evening and weekend working</p> <p>To assist with surplus workloads as and when required, both within your own centre and at cross college level</p>	√		Application Form/Interview