BARNSLEY COLLEGE

**JOB DESCRIPTION (REC 3)**

**Post Title:** Work Based Learning Assessor

**Department:** Sport, Public Services, Travel and Tourism

**Reporting to:** Line Manager

**Grade** T2

**Summary of the Post**

To plan, co-ordinate, assess and review the learning activities associated with learners in the workplace.

**Main Duties**

* To manage a caseload of learners, organise workplace assessment visits and meetings with employers
* To interview and recruit learners on to programme
* To find work placements and develop links with local employers
* To produce and monitor individual learning plans for students and contribute to their updating (including Functional Skills)
* To conduct work based assessments and internal verification in line with Awarding Body requirements
* To develop appropriate work based assessment materials
* To deliver practical and related skills to maximise student learning
* To provide appropriate individual guidance and support to learners and refer to specialist agencies where appropriate

**Standard Duties in all College Job Descriptions**

* Engage in the implementation of College Quality systems.
* Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
* Show a commitment to ensuring that children and young people learn in a safe environment.
* Ensure that all information is secured, used and maintained in line with internal and external standards including ensuring that confidential information is processed in line with the Data Protection Act and College policies
* Participate in relevant and appropriate training and development as required.
* These duties may be amended from time to time by the line manager in consultation with the post holder.

**Departmental Specific Duties**

* Foster partnerships / strong working relationships with external organisations (e.g. Parents, and carers, employers, Local Authority, charitable and support organisations, the Public Services etc.) that enrich and support learning.
* To plan, lead and supervise experiences that enrich and support the pastoral and tutorial needs of learners as well as supporting learning in the workplace.
* The postholder will also work closely with their line manager to support the development and recruitment of work based learning provision, including open evenings/days, initial approval sessions, etc.

**Method of Working**

Barnsley College expects all staff to work effectively as part of a team or teams, delivering high quality education and support to staff and students. As a minimum this requires dealing with people politely and tactfully, communicating with colleagues and students both formally and informally, offering guidance and information in accordance with College guidelines, polices and procedures when requested and contributing to the maintenance of the Barnsley College environment. In order to do this staff are expected to make themselves aware of the relevant polices and procedures. All staff are required to maintain confidentiality as required.

**Public Relations**

Considerable importance is attached to the public relations aspect of all work undertaken by Barnsley College staff. It is a prime objective therefore that staff will at all times project to the public the image of the College as keen to assist wherever possible, and positively promote the work that is carried out across its various services.

**PERSON SPECIFICATION REC 4 - Work Based Learning Assessor**

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| **Specification** | **Essential** | **Desirable** | **Examples Measured by** |
| **Education and Training**  Formal qualifications and relevant training | 1. NVQ level 3 or equivalent in an occupational area or Level 4 qualification in related field  2. Assessor Awards D32/33 or A1/2  3. Level 4 teaching qualification e.g. CTLLS (or willingness to work towards).  4. Level 2/GCSE maths and English qualifications (C or above) | 1. Internal verification award | Application Form  Documentary Evidence  References |
| **Work Experience**  Ability to undertake duties of the post | 1. At least 2 years’ work experience in a relevant discipline  2. Experience of undertaking formal employee assessment in the work place  3. Experience of assessing against NVQ or similar competence based frameworks |  | Application Form  Interview  Performance of task / test at interview |
| **Skills and Knowledge**  Includes abilities and intellect | 1. Understanding of NVQ framework and assessment requirements | 1. IT skills  2. Knowledge of appropriate apprenticeship frameworks | Application Form  Interview  Performance of task / test at interview |
| **Personal Qualities**  Includes any specific physical requirements of the post – (subject to the provisions of the Equality Act) | 1. Self-motivated  2. Good interpersonal skills  3. Flexible approach to work  4. Access to transport |  | Application Form  Interview  Performance of task / test at interview |
| **Suitability to work with children, young people and vulnerable adults**  Issues relating to safeguarding and promoting the welfare of children, young people and vulnerable adults | 1. Motivation to work with children, young people and vulnerable adults 2. Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults 3. Emotional resilience with challenging behaviours |  | Interview  References  DBS Checking Service |