

# Job Description

**Post title:** Workplace Assessor

**Responsible to:** Curriculum Manager

**Salary:** £21.50 per hour including holiday pay

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## Purpose of Job:

The core purpose of this role is to support and assess learners in completing the Level 2 Certificate for the Children and Young People's Workforce and Level 2 & 3 Supporting Teaching and Learning in Schools. The role is based within the Health and Wellbeing curriculum area of WMC – The Camden College

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## Main Duties and Responsibilities:

- To assess competence to national occupational standards with a caseload of learners
- Timely completion of assessment reports and awarding body documentation
- To be fully conversant with the early years requirements of qualifications frameworks in the curriculum area
- Complete sign up paperwork with learners as required
- To provide candidate induction (group and individuals), support any vulnerable student in preparation for their work placement assessment
- To maintain accurate records of the progress through learner reviews, travel claims, visit log and assessment logs. Complete other documents relating to specific funding requirements for the College as a quality assurance and to meet contract compliance requirements
- Attend team meetings and meetings with employers regarding employer activity/learner progress
- Complete any tracking systems as required
- Support learners literacy and numeracy needs through use of initial assessment results and referral where appropriate and in line with contract compliance
- To participate or conduct Internal Quality Audits (IQA) on learner work/assessors as required
- To liaise regularly with the Lead IQA and alert them to any concerns regarding learner progress
- To promote WMC – The Camden College to employers/external stakeholders and to feedback to college teams any concerns, good news or areas for development
- To work with the curriculum team to enhance employer led programmes and support the development of new provision

- To agree an annual Continuous Professional Development Plan (CPD), to maintain and log CPD in line with awarding bodies and Institute for Learning requirements. To continuously develop professional competence in the age ranges assessed including knowledge, industrial updating and maintain awareness of developments and changes to respective qualification standards
- Meeting and liaising with college leaders regarding learner progress and preparing progress reports as required
- Attending college course team meetings for courses with learners on placement
- To use College IT systems to deliver and support the above tasks

**General:**

- Maintain up to date knowledge of developments and best practice in your area to provide sound professional advice to staff
- Comply with and actively promote all college policies with full regard for equalities, health and safety and safeguarding requirements
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance
- Be a role model of excellence and professionalism for all staff and students
- Perform other duties as may be required by the Line Manager or the Principal to ensure the efficient functioning of the College

**Other Duties and Responsibilities:**

The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS)

The job description is accurate at May 2017 but is subject to change and development in line with the needs of the College



The Camden College

## PERSON SPECIFICATION – Workplace Assessor

This person specification will be used in shortlisting and in interviewing to select the best candidate. You are therefore advised to address each aspect of the person specification in your written application.

		Essential	Desirable
	<b>Qualifications</b>		
1	Educated to Level 3 in a relevant subject area i.e. Early Years	✓	
2	GCSE Mathematics and English	✓	
3	PGCE, 7307, Cert Ed or other vocational teaching qualification, or Nursery Nursing, Primary Teacher or Teaching Assistant Qualification is Desirable		✓
4	Assessor qualification	✓	
	<b>Experience</b>		
5	Extensive experience of working in an early years setting, preferably in a management post	✓	
6	Working with employers and others and understanding of the vocational/enterprise curriculum and its requirements		✓
7	Of placement supervising/working with people in a supervisory role		✓
8	Participating in Internal Quality Audits (IQA's)	✓	
	<b>Skills and Knowledge</b>		
9	Ability to write reports in a timely fashion and keep records	✓	
10	Ability to motivate and inspire learners	✓	
11	Ability to communicate effectively with people at all levels	✓	
12	IT literacy – MS Office – Word, Excel, Powerpoint, Outlook	✓	
13	Excellent organisational skills	✓	
14	Ability to work effectively as part of a team and on own initiative	✓	
15	Ability to plan and prioritise work to ensure key targets are met	✓	
16	Ability to be flexible and adaptable to suit changing requirements	✓	
17	Knowledge and experience of working with awarding body criteria		✓



*The Camden College*

## **APPLICATION AND PROCESS**

We hope that you are excited by the prospect of working at the oldest adult FE College in Europe and we are convinced that you will find WMC a great place to work

Good luck and we look forward to receiving your application

### **How to Apply**

To apply, please download the application form from our website [www.wmcollege.ac.uk](http://www.wmcollege.ac.uk). Once you have completed your application form, you can either email it back to [recruitment@wmcollege.ac.uk](mailto:recruitment@wmcollege.ac.uk) or send it by post to:

Human Resources  
Working Men's College  
44 Crowndale Road  
NW1 1TR

Applicants will be shortlisted for interview by matching the details given on their application form against the Job Description and Person Specification for the role. We would therefore ask applicants to provide clear evidence to show how their experience, skills and knowledge match those requirements.

### **Closing Date**

Monday 22 May 2017 at 9.00am

### **Interviews**

Interview and assessment will be held Thursday 25 May 2017.

### **Further information**

To find out more about this role, please contact  
HR Department on: 020 7255 4728  
or by email: [recruitment@wmcollege.ac.uk](mailto:recruitment@wmcollege.ac.uk)



## **EMPLOYEE BENEFITS PACKAGE**

The benefits available to all staff employed at WMC - the Camden College include the following:

- Competitive salary, paid monthly
- Teachers' Pension Scheme (for teaching staff)
- Contributory group personal pension scheme (for non-teaching staff) with contribution rates of 2.4% net from employee and 5% from employer
- Generous annual leave entitlement
- Interest free season ticket loan
- Full CPD programme reflecting individual needs and aspirations
- Childcare voucher scheme
- Cycle to work scheme
- 50% discount on College classes (terms and conditions apply)
- Employee Assistance Programme
- On-site café
- Family friendly HR policies