Oldham College

JOB DESCRIPTION

Job Title:	Tutor Assessor Brickwork		
Department:	Work Based Learning		
Grade:	CT 23-30a	**Position Type:**	Academic
Responsible to:	Programme Manager Head of Faculty	**Responsible for:**	Learning Outcomes

At **Oldham College**, we value and enable people by creating a space where everyone belongs and thrives earning trust and respect of the communities that we serve. We expect all colleagues to enable this, embedding and demonstrating the college values, by being **Respectful, Collaborative, Innovative, Aspirational and Inclusive.**

Role Purpose

Our Assessors deliver high-quality assessment, coaching, and learner support that enables apprentices and work-based learners to achieve their qualifications and progress successfully. The role supports the College's purpose of empowering potential and achieving success through effective learner engagement, employer partnership working, and quality-driven assessment practice.

Key Responsibilities

- Deliver high-quality assessment, coaching, and learner support in line with College, awarding body, and regulatory requirements.
- Support learners to achieve timely progress and successful outcomes through effective planning, monitoring, and review processes.
- Carry out initial assessment, induction, and information, advice, and guidance (IAG) to ensure learners are enrolled onto appropriate programmes.
- Plan and conduct regular progress reviews, setting clear targets and providing timely, accurate, and constructive feedback to support learner development and achievement.
- Maintain accurate and up-to-date learner records, including assessment evidence, progress reviews, attendance, and support documentation in line with quality and compliance requirements.
- Monitor learner attendance, engagement, progress, and achievement, taking appropriate action where concerns are identified.
- Work collaboratively with employers and workplace mentors to support learner progress, development, and achievement.
- Ensure learners receive an inclusive learning experience, including the use of appropriate support strategies and reasonable adjustments where required.
- Participate in standardisation, internal quality assurance, and other quality improvement activities as required.
- Undertake Internal Quality Assurance (IQA) activities where occupationally competent and qualified to do so.

- Maintain professional, vocational, and industry currency through continuous professional development.
- Actively promote safeguarding, Prevent, equality, diversity, and inclusion, identifying and escalating concerns in line with College procedures.
- Use College systems, digital platforms, and learning technologies effectively to support learner progress, quality assurance, and compliance requirements.
- Contribute to activities that support learner recruitment, progression, transition, and destination outcomes where appropriate.
- Carry out workplace visits, including health and safety checks where required, maintaining awareness of safe working practices at all times.
- Work collaboratively with curriculum teams, support services, and external partners to ensure consistent standards and positive learner outcomes.

General Responsibilities

- Act as a positive role model for students, colleagues, and stakeholders, supporting the College's vision of investing in futures and its purpose of empowering potential and achieving success.
- Work in accordance with the College's policies, procedures, regulations, and codes of conduct at all times.
- Contribute to the delivery of College strategic priorities and continuous improvement objectives.
- Undertake duties appropriate to the role and grade, as reasonably required to meet service needs.
- Take responsibility for ongoing professional and vocational development, actively participating in appraisal, training, and development activities.
- Work flexibly to support College operations, which may include evenings, open days, or weekends, depending on the role.
- It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of children and vulnerable adults within the College.
    - The post holder will undertake their duties in full accordance with the College's policies and procedures relating to safeguarding and promoting the welfare of children and vulnerable adults, e.g., dealing with learner issues i.e., safeguarding and referring on to specialist staff.
    - This position is subject to an enhanced criminal records check from the Disclosure & Barring Service (DBS) and will be subject to satisfactory clearance of this check.
    - If this position is classed as Regulated Activity, it is subject to an Adult & Child barring check.

Prepared by:	**Bea Corrigan**	**Date:**	May 2026
Reviewed by	**Amy Driscoll**	**Date:**	May 2026
Reviewed by:		**Date:**	

Oldham College

PERSON SPECIFICATION

POST: Tutor Assessor-

Our person specifications set out what matters to us and what success looks like, informed by our commitment to our values.
We know that skills and experience can be demonstrated in different ways and encourage you to use the specification as a guide when telling us about your suitability. We are committed to high standards, inclusion, and equality and welcome applications from everyone who shares our purpose.

Essential Qualifications	**Assessed by:**
A recognised teaching qualification at level 5 or above	Application
GCSE Maths and English Grade 4/C or equivalent	Application
A subject qualification in a relevant vocational area, at level 3 or above	Application
Assessor qualification	Application
Desirable Qualifications	
A degree or working towards	Application
Internal Quality Assurance (IQA) qualification	Application
Essential Skills, Knowledge and Experience	
A minimum of 5 years relevant industry experience for vocational teaching roles	Application
Experience of supporting learners in a work-based, apprenticeship, or educational environment	Application/Interview
Demonstrates strong interpersonal skills and communication skills	Application/Interview
Comprehensive knowledge of the curriculum specialty, including industry links	Application/Interview
Ability to deliver high-quality assessment, coaching, and learner support that supports learner progress and achievement	Application/Interview
Experience of monitoring learner progress and taking appropriate action to support achievement and retention	Application/Interview
Ability to adapt support and assessment approaches to meet the needs of learners with SEND	Application/Interview
Ability to work collaboratively with colleagues to maintain consistent standards and contribute to quality improvement activities	Application/Interview
Ability to build effective working relationships with employers, learners, and colleagues	Application/Interview

Ability to use systems, digital platforms, and learning technologies effectively	Application/Interview
Work effectively with internal teams and external partners to support curriculum quality, awarding body requirements and learner outcomes	Application/Interview
Knowledge of apprenticeship standards including End Point Assessment and funding requirements	Application/Interview
Desirable Skills, Knowledge and Experience	
Experience of Internal Quality Assurance activities	Application/Interview
An understanding of the issues of social and cultural diversity for curriculum development and delivery	Application/Interview
Other Essential Requirements	
Ability to work occasional evenings, Saturdays, on a rota basis as required	Interview
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children, young people, and/or vulnerable adults	Application/Interview/ Onboarding