

ROLE DESCRIPTION

ROLE TITLE: Distance Learning Assessor

REPORTING TO: ALT Manager

LOCATION: Franklin College, Grimsby

APPOINTMENT TYPE: Sessional, term time only – as and when necessary

DATE: January 2021

ROLE PURPOSE:

To support distance learning students by assessing their work and providing feedback.
Liaising with the students to enrol and set deadlines to complete the course.

DIMENSIONS:

Direct reports: None

Budget responsibility: n/a

MAIN DUTIES AND RESPONSIBILITIES

1. Proactively support and assess students towards their distance learning course.
2. Support teaching staff to assess students by sharing relevant information regarding students' needs and possible methods of supporting specific students' further if appropriate, taking active measures to make sure that all needs are identified and supported.
3. Maintain safe working practices, including the oversight of students in the use of materials and equipment, under the general direction of the course/personal tutors.
4. Engage in the support and welfare of students with additional educational needs if appropriate.
5. Supervise individuals or groups if necessary under the supervision and/or guidance of a course/personal tutor.

6. Prepare and care for teaching materials and equipment if appropriate. Store and retrieve this equipment as required.
7. Assist in maintaining assessor support materials.
8. Undertake clerical duties, eg maintenance of required records, delivering messages, making notes etc.
9. Formulate all reports to support the assessment and support of students.
10. Perform such other duties which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
- 21 On occasions, assist in the general duties of other departments within the organisation.
- 22 To follow best practice and College policy in all areas of work including health and safety.
- 23 The post holder will contribute to safeguarding at all times to ensure the safety and security of and identifying all young people and vulnerable adults who are in contact with the College and work placements, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm
- 24 Work to promote and contribute to the College's Equality and Diversity Policy.
- 25 Such other tasks as may be necessary to ensure the continuing development of quality assurance across the College, and to ensure the continuing development of systems and service.
- 26 Such other tasks directed by the Principal as may be necessary commensurate with the nature and level of responsibility of the post.

PERSON SPECIFICATION

Selection Criteria: A= Application Form I = Interview T = Test/Personality Profile P = Practical exercise *The selection criterion is for guidance only and alternative methods may be used to assist the selection process			Essential or Desirable	Method of Candidate Assessment * A, I, T or P
Experience				
1. Experience/ competence of working in a relevant setting or equivalent (Early Years – Children 0 – 8 years).			D	A,I
2. Understanding of needs of students in post-sixteen educational organisations.			E	A,I
3. Experience of support with students or adults.			D	A,I
Educational/Vocational Qualifications				
1. Relevant level 3 qualification or equivalent.			E	A
2. Assessor qualifications.			E	A
3. ICT skills to level 2 or above.			D	A
Skills, Knowledge & Level of Competency				
1. Adaptable to work with a wide range of staff, students and work experience settings in college and offsite.			E	A,I
2. Ability to support students with use of a good command of English Language.			D	A,I
3. Knowledge of self-assessment/ reflection and observational records.			D	A,I
Personal Qualities and Social Skills				
1. Communication skills – the ability to present ideas and information clearly, concisely and accurately both verbally and in writing. A very high standard of literacy skills combined with the ability to produce clear and concise documents and reports for both internal and external users.			E	A,I

2. Interpersonal skills - the ability to build and maintain effective professional relationships with internal customers and external contacts	E	A,I
3. Close attention to detail combined with the ability to work accurately even when under pressure.	E	A,I
4. A commitment to student success.	E	I
5. A commitment to equal opportunities and diversity management.	E	I
6. Ability to influence others.	D	I
7. A responsive and flexible attitude to changing needs and demands.	E	I
8. Self-motivated with a high level of personal initiative.	E	I
9. Committed to excellence, continuous improvement, customer focus, team working and self / staff development. Flexible and approachable, enthusiastic and self-motivated.	E	I
10. Franklin College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.	E	A,I
Constraints		
1. Flexibility of working required.		

GRADE OF POST: £11.48 per hour for marking / assessing

HOURS OF WORK Sessional, term time only – as and when necessary