**CITY OF BRISTOL COLLEGE**

**JOB DESCRIPTION**

**JOB TITLE: Assessor**

**RESPONSIBLE TO: Learning Leader**

# JOB PURPOSE

To complete assessment reviews on a regular basis, and work with the apprentice to complete an electronic portfolio which will identify competence across all criteria of the NVQ electro technical qualification.

To maximise timely success.

To work collaboratively and proactively with managers and colleagues to design, develop, manage and review programmes in the curriculum area, in light of stakeholder satisfaction and feedback.

To ensure that individual learner needs are met in a responsive way.

To fully engage with the College Mission Statement and Values ensuring that these are at the heart working practices.

# 2. PRINCIPAL ACCOUNTABILITIES

**Assessment**

1. To assess the learner, and develop their capacity to demonstrate competence.
2. Develop effective structure and organisational skills to manage a cohort of learners
3. Drive and inform the design and development of programmes to increase success rates, in the electrical installation department
4. Ensure use of appropriate high quality assessment resources such as Smart assessor
5. Ensure assignment briefs and all forms of assessment are internally verified prior to the start of the programme and that assessment is varied and meets the needs of individual students.
6. Ensure all assessments have progressive feedback and is returned in a timely manner clearly identifying areas for development.
7. Ensure and maintain an environment of high expectation and engagement, inspiring the students to achieve the best possible outcomes
8. Take responsibility for the support of students and provide appropriate and timely information and guidance, to enable them to succeed
9. Actively evaluate all aspects of curriculum assessment, with colleagues, making appropriate in year and end of year changes to increase student success take responsibility for the progression of students through active monitoring of student progress and evaluation of learning outcomes with a focus on raising students’ retention and achievement rates
10. Ensure completion of student ILP's, in setting long term goals and short term targets and working through he ILP regularly
11. Deliver tutorial activities to engage students, check progress and encourage students to take responsibility for their own learning, using appropriate benchmarking tools to ensure that students progresses is ‘adding value ‘ to their previous achievements
12. Positively seek out benchmarks and other measures of success and actively work towards and if possible exceed individual achievement objectives and success measures
13. Take responsibility for seeking out methodologies and resources in support of high quality assessment
14. Be responsible for moderation and verification at key times throughout the year
15. Complete administration associated with the role, accurately maintaining relevant tracking documentation and providing reports as required
16. Be responsible for the development and maintenance of definitive course files including Smart Assessor
17. Ensure student information is captured correctly, at enrolment and throughout the year, including learning aims, achievement and changes to learner information including learner withdrawal, transfer and programme completion
18. Deliver feedback on progress to students and other relevant stakeholders e.g their employer
19. Be active in the marketing and promotion of curriculum provision including contributing to marketing materials and attending promotional events
20. Deliver effective interview and initial assessment activities which ensure student’s suitability for courses; giving impartial and professional advice , which meets their educational and vocational needs

**Safeguarding and Welfare**

1. Ensure a learning environment in which students feel safe and supported and be accountable for own safety and that of colleagues/visitors to the workplace
2. Be responsible for ensuring that the activities under your control are conducted in accordance with the Safeguarding and Health and Safety requirements of the College’s current policies and procedures
3. Ensure you promote and safeguard the welfare of children, young persons and other vulnerable people for whom you are responsible and whom you come into contact with

**Continuous Professional Development (CPD)**

1. Undertake CPD in line with college policy and competency framework
2. Reflect critically on own teaching practice, materials and strategies used and how your performance can be improved
3. Actively contribute to your annual performance review/appraisal and the continuous improvement of yourself and others in your team

**Other**

1. Ensure you apply and understand the policies and working practices of the college.
2. Take responsibility in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions
3. Ensure personal conduct complies with the requirements of the financial regulations
4. Undertake such other duties as may reasonably be required of you commensurate with your general level of responsibility at your initial place of work or at another of the College’s sites
5. Undertake ad hoc projects, as directed and contribute to cross-college working groups.
6. Work innovatively and creatively to achieve objectives and deliver an outstanding quality customer service.
7. Work towards and support the College’s vision and the objectives.
8. Ensure personal conduct complies with the requirements of the financial regulations and strive to ensure that the college receives best value in all activities.
9. Act responsibly in using resources and contribute to, and comply with, efforts and initiatives to reduce carbon emissions.
10. Be responsible for own safety and not endanger that of colleagues/visitors to the workplace.
11. Reflect critically on own professional practice and discuss annually, at performance review, how performance can be improved and where appropriate agree what actions can be taken for further improvement.

**3. GENERAL**

This job description is for your information and is a non-contractual document. It is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.

**4. SPECIAL CONDITIONS**

The post holder will be required to have a flexible attitude to working hours due to the profile and demands of the role.

Your principal place of work will initially be the College's premises in Bristol or South Gloucestershire. However, you may be required to work on either a temporary or an indefinite basis at any premises within reasonable daily travelling which the College currently has or may subsequently acquire or at any premises at which it may from time to time provide services.

Remission may be granted for additional responsibilities e.g. course leadership, student management and lead internal verification

**5 January 2017**