|  |  |
| --- | --- |
| **Job Description** | **H:\Seevic logo_rgb.jpg** |

**Post: Assessor**

**Reports to: Programme Co-ordinator**

**Hours of work: Variable**

**Main purpose of job**

Assess, facilitate and support the production of a portfolio of work in the required format that demonstrates candidate competence and knowledge against the National Occupational Standards (NOS).

You will have occupational competence knowledge, best practice and understanding which underpins competent performance.

**Duties and responsibilities**

* To adhere to the SEEVIC College Code of Ethics/ NGB Code of Ethics.
* To be responsible for familiarising yourself with site/venue Health & Safety procedure. Health and Safety is everyone’s responsibility and you will be required to adhere to all policy and legislative practice during every activity of work, as well as attending necessary training.
* To keep your line manager and internal verifier advised of all developments and problems in your area of responsibility.
* To develop and maintain a professional working relationship with all staff, candidates and employers.
* To act in the best interests of SEEVIC College to further promote good public and community relationships.
* Visit learners in the workplace to complete coaching, assessment and review activities on a monthly basis.
* Plan and carry out assessment activities for the competence and knowledge based elements.
* Submit portfolios for internal verifying (IV) in accordance with the IV sampling plan.
* Manage assessment activities to ensure timely achievement of CACHE units.
* Maintain a caseload of learners that meets the target agreed with the Head of Learning.
* Complete all relevant paperwork and candidate records in accordance with set procedures.
* Attend CPD activities and standardisation meetings.
* Manage the building of candidate portfolios.
* Prioritising tasks appropriately to meet scheduled operations and deadlines.
* Ensure you keep up to date with new and best practice in the occupational area.
* Has an understanding that safeguarding is a shared cross college responsibility. Takes ownership of embedding safeguarding practices into their remit as appropriate to their role within the organisation

**KPI’s:**

* + Attend standardisation meetings.
  + Submit future assessment schedules and review paperwork on a monthly basis.
  + Carry out 1:1 reviews in the workplace at every assessment visit.
  + Deliver agreed proportions of the candidate portfolio to the completion schedule as directed by the Training Coordinator.
  + If the portfolios are not completed within the agreed number of hours, the expectation is that the Assessor will complete the portfolio in their own time.

**ADDITIONAL INFORMATION:**

The position requires flexibility throughout the year; when certain periods of the year may cause workload peaks and team cover may be required in order to complete all operations accurately and effectively within deadlines.

**General**

* To actively promote the College’s Equalities and Diversity policies within all aspects of the post.
* To adhere to and proactively promote the College’s Values and Behaviours at all times.
* To have a comprehensive understanding that Safeguarding including PREVENT is a shared cross College responsibility and to ensure that Safeguarding is robustly embedded into the curriculum and staffing community appropriate to their role within the organisation.
* To carry out supplementary evening or day and or weekend duties as required.
* To comply with the requirements of College Policies and Procedures.
* To be responsible for the implementation of and compliance with the College’s Health and Safety policy.
* To champion and embody best practice College developmental activities including Performance Appraisals.

**The duties and responsibilities listed are not exhaustive and the College may reasonably require that post holder to undertake duties and responsibilities not stated within this job description.**

**Person specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  | * A1 or D32/33 * V1 or D34 |
| **Experience and knowledge** | * Recent work in a vocationally relevant environment * A good working knowledge of Microsoft Office and how to apply it effectively * Commercial knowledge is up to date | * Successful working as a facilitator/assessor/verifier |
| **Skills and attributes** | * Ability to contribute and work effectively in a team * An ability to prioritise and work independently, using initiative as appropriate * Commitment to the work of the College * Good interpersonal and communications skills * Sound organisational skills * Excellent proof reading and methodical review skills * Professional appearance * Excellent English language skills |  |

**Please sign and date to confirm you have read and understood the requirements of the role.**

**Post Holder:** …………………………………………… **Date**: ………………………………

**Line Manager:** …………………………………………… **Date**: ………………………………