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| ***Sessional Assessor - Level 5 Health & Social Care Management*****Reporting To: Employer Partnership Learning & Assessment Manager** **Base site: Offsite/other** |
| **Hours** Sessional hours depending on business requirements and caseload **Contract Type** Support/Delivery**Salary** Up to£11.54 per hour |
| **Job Purpose**To support level five students in management health and social care apprenticeships and diploma only qualifications. |
| **Key Responsibilities*** Perform the role of an assessor in accordance with A1 standards and occupational assessment strategy.
* To perform role of assessor/co-ordinator in accordance with awarding body guidelines and occupational assessment strategy, and comply with quality standards and procedures and relevant funding organisation guidance
* To carry out recruitment activities, including information/advice/guidance (IAG), enrolment, induction, initial assessment (to include skills scans, basic skills initial assessment, health and safety pre-vet checks and diagnostic testing for functional skills (when required) and individual learning plans (ILP) in negotiation with learners (groups/1-1).
* To deliver training (1-1/group) as and when required, and evaluate the effectiveness of all training
* To motivate learners and provide regular support and guidance to learners and record as appropriate.
* To carry out regular progress reviews with employer/learner in line with funding guidelines and attend subject specific meetings with team Manager ensuring that timely success and overall success rates are met and input mechanism where difficulties arise in agreement with the Business Manager
* To ensure contact for each learner is recorded and evidenced and full contact log audits are available for moderation visits.
* To manage retention and achievement of learners allocated to your caseload. Ensure that individual targets are achieved
* To efficiently and effectively co-ordinate appointments, working flexibly when re
* To support potential commercial business opportunities.
* To provide a professional customer service to both internal and external customers.
* To take responsibility for ones own professional development and continually update as necessary.
* To comply with Equal Opportunities policies and to assist in the development of Equal Opportunities.
* To comply with all Health & Safety, Child Protection & Safeguarding, Risk Management policy and legislation in the performance of the duties of the post.
* To take reasonable care of your own health, safety and welfare and that of any other person who may be affected by your actions or omissions whilst at work. You are also required to co-operate with the College to enable it to fulfil its legal obligations. Appropriate information, instruction, training and supervision will be provided to enable you to perform your duties in a manner that is deemed safe and without risk to health.
* To comply with all aspects of the Data Protection Act.
* To adhere to the College’s Computer Network Acceptable Use Policy.
* To undertake risk assessments for any new activity and to ensure risk assessment checks are carried out for any ongoing activity.
* To carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
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| **Competencies*** Must have IT user/computer skills
* Experience as a manager in care
* Ability to communicate effectively at all levels
* Excellent organisational skills
* Ability to manage time effectively
* Able to work as an effective team member
* To prioritise and make decisions
* To use initiative and be highly flexible/adaptable
* Highly self motivated and able to motivate/inspire confidence in others
* Ability to meet important deadlines
* Must be able to work weekends and evenings
* To be able to liaise effectively with employers and Awarding Bodies
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| **Knowledge and skills*** Health and safety
* IT systems one file
* Apprenticeship standards and standalone diplomas
* Recent experience and occupational competence in the area as a supervisor or manager
* Equal opportunities
* Safeguarding
* Knowledge of awarding body specifications and requirements
* Functional Skills
* Thorough and proven knowledge of occupational standards/assessment strategy in the relevant sector
* Programme Co-ordination
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| **Qualifications*** Level five or above sector specific management in health and social care or equivalent -BTEC level 5 diploma in management and leadership or level five diploma in leadership for HSC&CYP or HND health & social care management pathway or BSC health and social care management Registered General Nurse or Higher Apprenticeship in care and Level 4 Diploma in Care (different to Registered Managers)
* A1 award (or TDLB units D32 and D33) Essential
* Full driving licence and transport
* Level 2 English
* Level 2 Maths
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PRINT NAME (IN CAPITALS): …………………………………………………………………...................

SIGNATURE:……………………………………………………….. DATE:…………………………………