

Our mission is: 'Realising potential, transforming lives'

JOB DESCRIPTION

Job Title: Assessor

Responsible to: Curriculum Manager

Accountable to: Director of Curriculum & Quality

Job purpose

Manage, review, assess a caseload of learners who are based in the workplace and are currently undertaking placement ensuring that they meet the assessment standards needed to achieve full framework in a timely manner in order to meet the college income.

Key responsibilities

- Ensure that all the awarding bodies, Pearsons, framework/standard requirements, including functional skills are met. This will include assessment in the workplace and ensuring each learners progress is effectively tracked to ensure timely and overall completion and to ensure readiness for inspection and audit or end point assessment (EPA) where applicable.
- To work within the team to identify and secure a wide range of training opportunities, which support the achievement of internal and external targets in respect of new starts, growth of provision and retention and achievement rates.
- Manage a caseload of candidates who have started training programmes by monitoring progression, achievement and completion, offering pastoral support as required and by working with all parties involved in the training programme to resolve any issues that may impact on successful completion of programmes.

- Work with relevant internal departments to ensure that all candidates are enrolled and registered on all elements of qualification frameworks, to ensure accurate processing of learning claims in line with contract requirements.
- To undertake initial health and safety vetting and then regular monitoring of all employer premises to ensure that they provide a safe working environment for candidates in accordance with Health and Safety requirements. The college Health and Safety Team will also be available to provide additional support.
- Liaise with employers to co-ordinate the links between on-off-the-job training, provide information on candidate progress, attendance and achievement.
- To undertake learner induction onto the training programmes using appropriate resources.
- Ensure that any additional learning support needs are identified on individual learning plans, training programmes agreed and progression monitored on a regular basis.
- Advise, inform and support internal colleagues on matters relating to work-based learning and use quality assurance systems to monitor learner progress and achievement against framework requirements and to ensure department retention, achievement and completion targets are met.
- On a monthly basis report on the performance of individual caseloads against agreed targets and provide the sector leader with achievement against targets, areas for improvement and areas causing concern.
- Undertake regular course reviews and work with the sector leaders to ensure appropriate self-assessment reports are produced for each occupation area and areas for improvement are identified to continually improve the quality of work-based learning provision.
- To provide professional support and guidance in dealing with enquiries or problems raised by learners, employers and internal and external organisations
- To be responsible for and implement the delivery of comprehensive IAG with candidates to determine their suitability for Work Based Learning provision and facilitate appropriate initial assessments where required.
- To be responsible for the effective management, delivery and deployment of integrated programmes of work-based learning, vocational training and assessment within the apprenticeship framework or standards.
- Undertake initial assessment of learner's basic skills including diagnostic assessments if required and prior learning. Feedback the result to learners and decide upon the most suitable course of support for the learner.
- To create and implement innovative work-based learning delivery models, aligned to individual and group needs. This may be through delivery of dynamic group sessions, or one to one sessions.



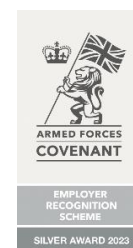
- To deliver to all learners the highest quality training, instruction, guidance and support to work towards outstanding timely achievement and overall success on both individual qualifications, frameworks and standards.
- To conduct assessment, evaluation and progress reviews as appropriate using ILT processes ensuring efficient working practices. To provide purposeful reports to employers, learners and the college to ensure a clear plan of action is in place, which is timely for each learner, and allows completion with agreed target dates.
- To be responsible for continuous personal development in chosen sector specialisms, to ensure effective and innovative support for all learners aligned to current sector needs.
- Liaise with college staff to maintain learners' progress and targets in relation to retention, attainment, completion of courses or apprenticeship frameworks where applicable.
- To fully comply and be responsible for vigorous and comprehensive candidate tracking to ensure at all times progress and status of learners is current and up to date, and in line with pre-determined progress targets. To prepare and produce regular learner progress updates to discuss with line manager at regular 121 and course board meetings.
- To develop, maintain and enhance relationships with employers through high quality delivery solutions and 'best practice' relationship management.
- Fully engage with college quality processes and procedures including self-assessment, observations, and contract compliance in relation to paperwork.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the college and contribute generally to the establishment and development of a quality provision/service.



- The college operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The college is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The college aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the college's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the college and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our College values are:

We put our students and customers first - prioritising students and their learning and progress, realising their potential, delighting our customers

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal



development and progression, creating a culture of co-prosperity, rewarding them for the work they do

We pursue excellence in all we do - a passion for high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, embracing new technologies, anticipating and responding to ongoing economic and social needs and demands, maintaining a growth mind-set, exploring new routes to partnership, collaboration and growth

We collaborate and work in partnership with others - actively seeking opportunities to work with others in the best interests of the college community and key stakeholders.

We operate sustainably, ethically and responsibly - taking action to achieve net zero carbon targets, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency - ever-mindful of an increasingly risk-laden operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- Assessor and internal verifier awards (or commitment to achieve within one year).
- GCSEs English and Maths
- Relevant professional qualifications in the subject area

Experience and knowledge

- Recent relevant commercial or industrial experience within the occupational area
- Experience of training and assessing competence-based programmes.
- Experience of Co-ordinating competence-based programmes for individuals
- Experience of working with work-based providers/employers.

Skills and abilities

- Good organisational skills
- Good communication and motivational skills
- Flexible approach in order to achieve demanding targets

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