

Job Description

Job Title: Distance Learning Assessor (Self Employed)

Responsible to: Assistant Principal

Responsibilities:

- Monitor and support students to remain on programme in terms of meeting the programme assessment requirements
- Mark and provide timely feedback to students on completed work to support achievement via our online learning platform
- Maintain the tracking software programmes relating to the distance learning programmes and your designated caseload of students
- Provide monitoring reports and data as required
- Support achievement by liaising with learners via e-mail and/or telephone on a flexible basis to meet their work commitments and availability
- Liaise with relevant staff within the Distance Learning Team to support achievement
- Participate in relevant CPD to maintain currency within the curriculum areas assigned
- Participate in Quality Assurance activity to meet awarding body requirements

Qualifications and Competences:

- Minimum GCSE Maths and English grade C qualifications or above or equivalent.
- Appropriate working knowledge of Microsoft Office
- A working knowledge of Equality and Diversity issues relevant to this role
- Experience within the FE sector or a training provider or in a script marking role
- Relevant vocational qualification at level 3 with relevant work or voluntary experience
- Must be registered as self employed

This is a self-employed role which is conducted remotely

Variation to this Job Description

This is a description of the job as it is at present, and is current at date of issue. The job description will be reviewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.

This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.