

Highbury College

Job Description

Post: Assessor

Grade: Grade 6

Responsible to:

Date Job Description Produced: June 2011

Date Job Description Reviewed: February 2018

Job Purpose

College Vision 2020

A world-class learning enterprise, leading the way, transcending borders

- Transforming and enriching lives
- Pioneering innovative approaches to education and training
- Inspiring ambition and co-creating sustainable futures with individuals, businesses and communities
- Serving our diverse stakeholder communities with pride and passion
- An influential organisation, recognised for excellence locally, nationally and internationally

At the heart of this vision is the College mission which is 'to enable all our students to succeed'.

Strategic priorities for realising the vision and mission include:

- Student Success, Resilience and Employability
- Innovation for Growth and Sustainability
- Amazing College, Amazing Staff
- Alliances, Partnerships and Collaboration
- Passion for Portsmouth
- Digital Transformation
- Commerciality

The Assessor is responsible to the Managing Director for providing high quality support to the Sector in order to enable the College to meet the above broad objectives. Team working and communications within an overall approach that values people will be of key importance.

Main Duties and Responsibilities of the post

- | | |
|---|--|
| • | To co-ordinate and manage learning across a variety of courses. |
| • | To recruit and select appropriate candidates. |
| • | To carry out assessments within the workplace |
| • | To carry out one to one supportive meetings and apprentice reviews with candidates |
| • | To liaise with employers and bring in new students. |
| • | Monitor and record candidate's progression |
| • | To develop course material as appropriate |
| • | Support the student in the workplace and / or in the classroom |

Planning and Organisation	
•	It is essential that to occupy such a role, the post holder will have well developed organisational, communication and teamwork skills. S/he will also have an ability to meet targets and deadlines.
Direction Received	
•	Reporting to the Managing Director, the post holder must be self-motivated and capable of creativity and innovation.
Liaison	
•	Liaise with academic and business support staff within the College.
•	Act as an ambassador for the College in any external activities so that the College's good reputation is further developed.

Accountabilities:

A. Key Accountabilities	
•	Contributing to marketing, publicity and public relations
•	Participation in team and committee meetings, course management, including; marketing of courses, induction of students, assessment and examination
•	Preparing statistical returns including retention rates, examination results, student progress, placement and destination reports
B. Further Accountabilities	
•	Participation in student monitoring and reporting and course review and evaluation procedures.
•	Participation in quality assurance and control procedures.
•	Other duties as requested by the Distance Learning Manager
C. Quality and Standards	
•	Contribute to the Department's Self Assessment Report
•	Contribute to sharing good practice through peer and cross College activities
•	To promote equality and diversity and endeavour to meet the varying needs of our diverse student population
D. Teaching, Learning and Assessment	
•	To ensure that all students in the subject area are effectively managed and supported including the implementation of the college tutorial policy, the assessment strategy and tracking systems.
•	To track, monitor and review learner progress and achievements against Individual Learning Plans.
•	To promote e-learning technologies throughout the curriculum.
•	Carry out agreed curriculum area course team duties as required (e.g. tutorial, learner progress review and action planning, learner discipline, attendance and punctuality).

E. Finances and Resources	
•	To adhere to College financial regulations
F. Staff Learning and Development	
•	To keep up to date with national, regional and local trends, initiatives and priorities which affect students, programmes and the curriculum.
•	To identify and communicate personal learning and development needs and to undertake learning and development activities in line with the aims and objectives of the College.
•	To identify individual training needs and support staff learning and development activities
G. Other Duties	
•	To be a member of such College Committees and working parties as may be agreed from time to time.
•	This list is not exhaustive, and other duties relevant to the post may be required to be undertaken from time to time.
H. General	
•	Further Education operates within a dynamic, challenging and complex environment. Consequently, all staff are expected to adopt a flexible approach to their work and participate constructively in College activities.
•	This job description will be reviewed annually during the performance review process and may be varied in light of the business needs of the College.
•	The appointment will be made on a spot salary. Annual pay awards will be subject to satisfactory performance and budgetary considerations.
•	To be aware of and adhere to the College's Safeguarding Policy at all times and take any necessary action where appropriate.

Safeguarding Children and Vulnerable Adults

Highbury Colleges has a moral and statutory duty to safeguard and promote the welfare of all its students. We are committed to providing a safe learning environment, and where possible, living environment, for all our students. The post holder will therefore be required to commit to the College Safeguarding Adults and Child and Young People Protection Policy and help to keep students safe from a wide range of potential harm. The post holder will also be required to attend annual safeguarding training and will be subject to an enhanced DBS check.

Equal Opportunities & Diversity

All Highbury College staff are required to promote equality of opportunity and diversity in all aspects of their job. Staff should value and celebrate differences in age, disability, sexual orientation and religious belief and ensure that the College offers a welcoming and inclusive environment to all its students.

Health, Safety and Wellbeing

Highbury College prides itself in being a safe environment for learning and working. We continuously strive for improvement, developing our management systems to involve everyone. We expect all of our staff to be part of our safe culture by: recognising their responsibilities for keeping themselves, colleagues, students and visitors free from harm. We demonstrate continued compliance with our policies and procedures and ensure the Health, Safety and Wellbeing of everyone at Highbury College remains a priority.

Person Specification

Post:

Grade:

Grade 6

Note to candidates: Please study the items in this Person Specification carefully when completing your application; try to describe your knowledge, skills and experience in terms of the particular items.

Assessment Area	Essential Criteria		Assessment Method
<i>Professional Development</i>	1	Professional qualification in related subject to level 3	Application Form
	2	Assessor Award (or be willing to work towards)	
	3	Substantial evidence of commitment to on-going professional updating and development.	
<i>Experience</i>	4	Relevant related experience within the sector	
<i>Skills, Knowledge and Competencies</i>	5	Ability to work independently with the minimum of supervision	Interview
	6	Good verbal and written communication skills	
	7	Understanding of safeguarding in the context of education	
	8	Ability to work as part of a team	
	9	Ability to work on own initiative with minimum supervision	
	10	Ability to meet targets within agreed timescales	
	11	Excellent organisational skills	
	12	Strong interpersonal and presentation skills	
<i>Personality / Characteristics</i>	13	Strong administrative skills	Interview Reference
	14	Professional approach to work and appearance	
	15	Enthusiasm and optimism	
	16	Commitment to excellence	
	17	Flexible attitude in the way he/she performs the job	
	18	Good communication and interpersonal skills	
	19	Flexible and adaptable approach	
	20	Motivated and able to motivate others	
<i>General</i>	21	Commitment to operating in a harmonious, safe and secure environment	Interview
	22	A commitment to equality of opportunity and widening access to education for all	
	23	Ability to travel independently between College sites and also to visit students in their workplace	

Assessment Area	Desirable Criteria		Assessment Method
<i>Certified Qualifications</i>	23	Verifier Award	Application Form
<i>Experience</i>	24	Experience of assessment within the FE Sector	Application Form
<i>Professional Development</i>	25	Experience of developing web based materials	Application Form Interview
<i>Work related circumstances</i>	26	Flexibility in working patterns (Week end / evening work to accommodate shift patterns)	Application Form Interview