

JOB DESCRIPTION

POST TITLE:	Assessor in Childcare and Education (Fixed Term contract until July 2020)
GRADE:	Harmonised Salary Scale SP22 - 28
RESPONSIBLE TO:	Curriculum Operations Manager
RESPONSIBLE FOR:	Providing a customer focussed, student centred administrative service to managers and teaching staff, supporting the College's vision to become and sustain outstanding.
DIRECTORATE:	Applied, Academic & Service Industries
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year

PURPOSE OF THE POST

The post holder will:

1. Strive to achieve consistently outstanding provision.
2. To motivate, support and progress a caseload of learners to achieve identified outcomes and qualifications within the agreed timeframes.
3. To ensure all delivery practices meet the requirements of both internal and external quality and compliance frameworks.
4. Strive to achieve consistently outstanding provision.

DUTIES AND RESPONSIBILITIES

1. Assess candidates' performance through direct observation and knowledge-based evidence in the workplace and in class.
2. To support candidates in compiling portfolios of evidence in order to meet the requirements of the Awarding Body.
3. Liaising with, and supporting tutors to ensure that candidates receive appropriate assessment opportunities.
4. Action planning, reviewing and monitoring candidates progress towards achieving their qualification through the use of tracking documentation.
5. Keeping accurate candidate records in relation to visits, attendance, progress and assessment.
6. Working with other assessors, internal verifiers and contributing to standardisation meetings.
7. Developing and maintaining links with employers and providers of childcare provision.
8. Attending team meetings and contributing to the development of the childcare and education team.

9. Carrying out any other reasonable duties within the overall function, commensurate with the grading and level of responsibilities of the job.

GENERAL

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's equal opportunities policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending trainings and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Fixed Term Assessor	Department:	Childhood Studies & Education
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Key Requirements:	Essential/ Desirable	Assessed
Qualifications:		
Assessor qualification or willingness to work towards (eg D32,D33, A1, TAQA)	E	A
Training/Teaching/Basic Skills qualification	D	A
Experience:		
Experience of quality and self-assessment process	E	A/I
Experience in the delivery and assessment of CACHE qualifications	D	A/I
Experience in working under own initiative and managing time and workload effectively	E	A/I
Recent and relevant occupational experience in the qualifications being assessed	E	A/I
Experience of coaching and supporting learners	E	A/I
Evidence of excellent interpersonal skills	E	A/I
Experience in managing and working with external clients	D	A/I
Experience in contributing to the external verification process	E	A/I
Experience of working to targets and deadlines	E	A/I
Experience in maintaining accurate records to meet internal and external audit requirements and following set procedures effectively	E	A/I
Skills/Knowledge:		
Commitment to the understanding of quality systems and self-assessment procedures	D	A/I
Commitment to managing time and meeting deadlines	E	A/I
Energy, enthusiasm and the ability to work under pressure and achieve goals	E	A/I
Ability to be flexible and adapt to changing priorities	E	A/I
Commitment to producing timely reports and other documents as requested by the Curriculum Operations Manager	E	A/I
Excellent customer service skills	E	A/I
Experience and knowledge of using online portfolios	D	I
Good knowledge of ICT	E	A/I
Qualities:		
Honest and reliable with a professional and positive work ethic along with a flexible attitude to changing shift patterns and work procedures	E	I
Customer service focused	E	I
Willingness to participate in training and development to enhance job role knowledge	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Proof of the right to work in the UK	E	A
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I
Full and clean driving licence	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	Adam Godber	Date Produced:	3rd October 2019
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