

Loughborough College

Job Description

1. Job Details

Job Title: Assessor in Early Years (Part time)
 Department: Caring services
 Reporting To: Curriculum Manager
 Competency Level: Curriculum Support 3
 Hay Grade: TBC
 Date of Job Evaluation: TBC
 Annual Salary: £7,870.57 to £8,724.65
 Date:

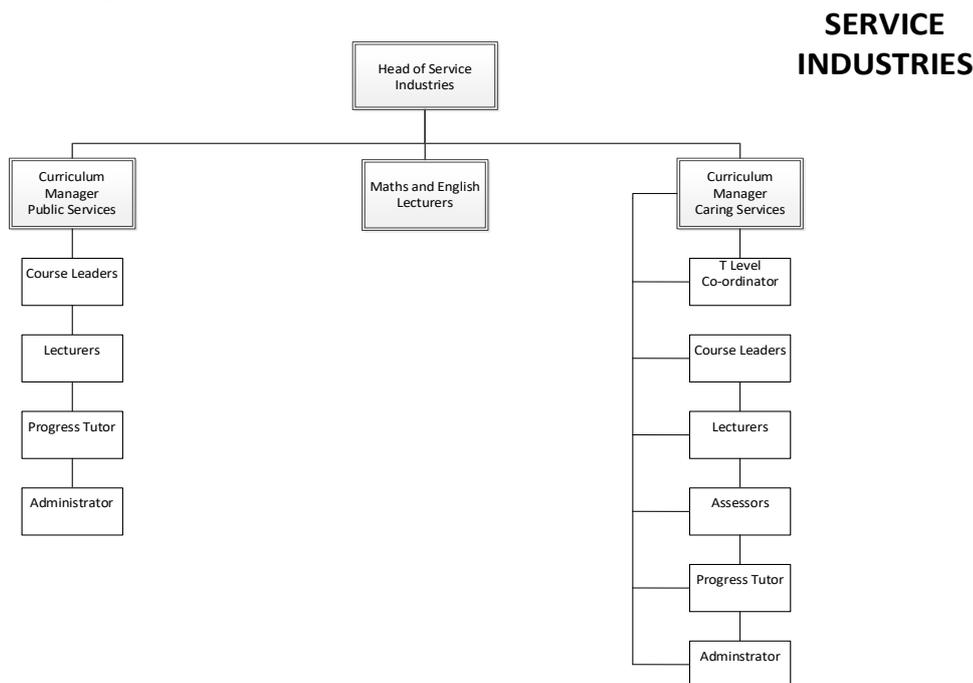
2. Job Purpose

To support learners in successfully completing their course and achieving a relevant qualification through the assessing of performance and/or related knowledge in a range of tasks, ensuring the competence and knowledge demonstrated meets the requirements of the curriculum/ awarding body.

3. Dimensions

Not applicable

4. Organisation chart



5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

6. Key Responsibilities

- To act as an assessor, in the workplace or on college premises, for groups of learners or individual learners on a range of programmes including T Levels
- To ensure that practical and written work is assessed in line with awarding organisation and college requirements
- To hold progress reviews with learners in line with programme requirements, for example portfolio compliance
- To monitor and record learner progress and success in a timely manner in line with Awarding Organisation requirements
- To participate in moderation processes and internal verification
- To comply with best practice administrative and quality assurance systems
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management

Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

Role specific responsibilities

- As per key responsibilities

7. Key Result Areas

Action	Result
Organise regular visits to assess learners in the work place or other setting	To ensure learners are supported and on track to achieve
Provide timely, detailed feedback to the learner	To ensure all learners achieve to the best of their ability
Complete relevant records of all assessments	To maintain accurate tracking of learner progress
To participate in moderation and internal verification	To ensure Awarding Organisation criteria are met and academic standards maintained
To co-ordinate learners on vocational programmes within agreed timescales	To ensure learners achieve in a timely manner
Participate in staff development opportunities and mandatory training	To ensure teaching and learning is up to date and maintained to the highest standards

8. Key Working Relationships and Communications

Internal: Head of department, Curriculum Manager, Curriculum Staff, Administration Staff, Support Services Staff

External: Awarding Bodies

9. Scope for Impact

Not applicable

10. Competency profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
<p>Brings leadership qualities to supervisory skills; inspires others to be their best considering the FREDIE values. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with accuracy; enables mutual understanding; confident presenter.</p>	<p>Supports change and supports colleagues in adapting to change. Motivates a team to come up with ideas for improvement and supports implementation. Keeps informed of College priorities and direction and works in this direction. Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.</p>
Ensuring Financial Sustainability	Self-Awareness
<p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Promotes and ensures diversity, equality and inclusion in own team; team works within relevant laws. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.</p>
Delivering Excellent Quality	
<p>Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Knows how to handle, store, disseminate and share digital information and data in a responsible and ethical way.</p>	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Possess a degree in a relevant subject area (or equivalent qualification)	•		Application/ Certificates
2	Possess a PGCE or equivalent teaching qualification or be willing to undertake if appointed.		•	Application/ Certificates
3	Good standard of literacy and numeracy. At least GCSE passes grades A-C in English Language and Maths or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Experience of delivering vocational/academic programmes to students	•		Application
5	Experience of teaching within an FE/HE context		•	Application/ Interview
6	Experience in a relevant vocational industry setting or academic background	•		Application/ Interview
7	Experience of supporting and managing diverse groups of students	•		Application/ Interview
8	Proven experience of motivating students to achieve excellent results	•		Interview
9	Experience contextualising and embedding learning to meet specific learning needs	•		Interview
10	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview
11	Experience of collaborating with teaching colleagues from other subject areas	•		Interview
SKILLS & KNOWLEDGE				
12	Excellent teaching and learning skills	•		Interview
13	Experience of active learning and assessment methods	•		Interview
14	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a variety of contexts		•	Interview
15	Work flexibly and to deadlines	•		Interview
16	Excellent planning, administration and organisational skills	•		Interview
17	Communicate effectively to a diverse range of stakeholders at all levels	•		Interview
18	Work autonomously and as a part of a cross-curricular team	•		Interview
19	Provide clear and formative feedback on academic and pastoral issues	•		Interview
20		•		Application/ Interview
BEHAVIOURS				

21	Work effectively with colleagues as part of team	•		Interview
22	Motivate and relate with students from a range of different cultural backgrounds	•		Interview
23	Comply with professional standards at work	•		Interview
24	Show commitment to the improvement and maintenance of standards	•		Interview
25	Promote the College's equal opportunities policy and practices	•		Interview
26	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in August 2022 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	