

NEWBURY COLLEGE

JOB DESCRIPTION

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| **POST TITLE** | WBL Assessor |
| **REPORTING TO** | WBL Manager (Supervised by WBL Co-ordinator) |
| **HOURS** | Variable depending on case load. |
| **DATE OF ISSUE** | June 2016 |
| **JOB PURPOSE** | The role of the Work Based Learning Assessor is to ensure that all learners enrolled on Apprenticeships and other relevant programmes successfully achieve their qualifications within the planned timescale. To act as an Internal Verifier for the subject area |

**DUTIES AND RESPONSIBILITIES**

1. Manage and co-ordinate an agreed caseload of students to timely achievement, ensuring effective planning, review, assessment and feedback to students.
2. Provide underpinning knowledge to ensure that the learners meet the necessary requirements to achieve a ‘good’ standard of teaching and learning.
3. Internally verify the quality of assessment within the Subject Sector Area team (where qualified)
4. Ensure the workplace health and safety risk assessments are completed for all students within assigned caseload.
5. Support enrolment and induction activities for new students. Supporting the delivery of sector specific induction and/or assessment of students to ensure their suitability for the programme as requested by the Work Based Learning Manager.
6. Support learners with special assessment requirements, and deal with sensitive issues in a supportive manner to ensure fair and equal access to assessment.
7. Conduct regular progress reviews providing constructive and developmental feedback to students and employers on attendance and progress. Identify and action any barriers to timely completion
8. Provide accurate reports to the WBL Co-ordinator and WBL Manager on student progress. Highlighting any students whose progress varies from the Individual Learning Plan (ILP) or who are at risk of not completing within the planned timescale.
9. Ensure student surveys are distributed, completed and returned to the WBL Administrator for consolidation.
10. Respond to and escalate appeals and complaints working in conjunction with the WBL Co-ordinator and WBL Manager.
11. Operate in accordance with the College’s Operating procedures and awarding body requirements ensuring all forms and learners’ records are fully and accurately completed and maintained throughout the programme to certification
12. Contribute to the QA process, by attending standardisation meetings, team meetings assessor support reviews and participating in annual peer and assessor observation process.
13. Act as a countersigner and mentor if qualified, to any assessor working towards obtaining their qualification.
14. To promote apprenticeships and NVQ awareness within the department with employers, including identifying future sales leads.
15. Implement cross college student disciplinary process where appropriate.
16. Support employer involvement to enhance the profile of the College and the student experience.
17. Comply with all safeguarding responsibilities in line with College procedures
18. Undertake at least 6 hours CPD per year and attend College training and development as requested
19. To carry out any other duties that are reasonable and within the level of responsibility for the post as determined by the Work Based Learning Manager.