

# Variable Hours Assessor

Reports To: Academy Manager

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## **Job Purpose:**

To carry out work based assessment of candidates in the work place and deliver training solutions to employers. Work closely with Supervisors in the work place to ensure that tasks undertaken by the candidate are both beneficial to the employer and allow the candidate to demonstrate competence against the standards. You will also work as part of a team supporting a range of NVQ's in accordance with National standards.

## **Key Responsibilities:**

1. Plan a schedule of visits to assess candidates' competence in the work place.
2. Must be fully conversant with assessment techniques, procedures and documentation required by external bodies to satisfy external verification.
3. Produce reports on candidates progress in accordance with College procedures providing constructive feedback to the candidate and Company.
4. To proactively liaise with work based Supervisors in planning visits ensuring that the candidate is working on substantial tasks that meet the standards.
5. Prepare appropriate assessment material to meet both the needs of the candidate and Company in accordance with National standards.
6. Through careful planning ensure that Key skills are fully integrated into the work place are assessed against the standards where required.
7. Prepare suitable training materials that can be delivered through practical skills workshops both off the job and on the job.
8. Deliver practical skills workshops to meet the specific needs of employers.

## **NOTE**

This role profile is intended to provide an overview of the role in the context of the ambition of City College Plymouth.

The overview of responsibilities is listed for convenience and is not in any order of priority or significance. It is agreed that the significance of different aspects of the role

will vary at different times and that all accountabilities are of potentially equivalent significance.

### **Person Specification**

<b>Post: Variable Hours Assessor</b>		<b>Essential</b>	<b>Desirable</b>
	<b>Qualifications:</b>		
1	Educated to at least level 3 in a relevant discipline and be competent in a relevant occupational area	✓	
2	Assessor Awards (ideally you will hold A1 & A2 or equivalent) or be willing to work towards achieving the assessor award within your first year	✓	
3	Qualified Internal Verifier status	✓	
4	Current full driving licence	✓	
5	Car owner and willingness to use car on College business	✓	
	<b>Skills:</b>	<b>Essential</b>	<b>Desirable</b>
6	Able to communicate effectively at all levels.	✓	
7	Good IT skills and ability to use these to assist in the job function.	✓	
8	Prepared to undertake further training as required.	✓	
	<b>Experience:</b>		
9	Expertise in a relevant area	✓	
10	A good understanding of Health & Safety issues.	✓	
11	Experienced work based Assessor with an excellent track record of achievement.	✓	
	<b>Personal Qualities:</b>		
12	Flexible in how they approach their work.	✓	

### **Role Context**

City College Plymouth expects staff to:

- Work within the context of the College's core values, code of conduct, quality requirements and ethos of continuous improvements.
- Undertake their duties in accordance with College policies and procedures, particularly with respect to:
  - Safeguarding Children and Safer Recruitment in Education, including Prevent;
  - Human Resources policies and procedures;
  - Health and Safety policies and procedures;
  - Equality, Diversity and inclusion policies and procedures;
  - The College's policy on the confidentiality of data stored electronically, and by other means, in line with data protection legislation.

- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Undertake such other duties commensurate with the grade of the post as may be reasonably be required
- You may be required to be trained to administer First Aid.

This Job Description is current at the date shown. It is liable to variation by management, in consultation with you, to reflect or anticipate change in, or to, the job.

Other supporting information can be found on the College's website.

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### **Additional Information**

<b>Hours of Work</b>	<b>:</b>	<b>Variable Hours</b>
<b>Salary Range</b>	<b>:</b>	<b>£10.80 to £12.89 per hour</b>
<b>Salary Scale</b>	<b>:</b>	<b>Business Support Scale 5-6</b>
<b>Closing Date</b>	<b>:</b>	<b>Midnight on Thursday 4 March 2021</b>