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**Central Bedfordshire College**

**Job Title: Assessor**

**Reporting to: Learning Area Manager**

**Main Purpose of the Role**

To create effective and stimulating opportunities for learning through high quality assessment that enables the development and progression of all learners.

**Key accountabilities and responsibilities**

**The practice of assessing**

* Negotiate individual learning goals with learners
* Demonstrate that individual learner needs have been taken into account within a cohort of learners, even where it is perceived that all learners have the same learning goals.
* Identify key aspects of relative current legislative arrangements
* Establish ground rules that underpin appropriate behaviour and respect for others
* Demonstrate the application of professional codes of conduct, principles of inclusiveness, including respect for confidentiality
* Promote equality and engage with diversity, and know how to challenge discriminatory behaviour and attitudes

**Conduct initial assessment**

* Administer initial assessment in own specialist area. For example, form
* filling, informal interviews
* Have an understanding of the use and purpose of different methods of initial assessment and their appropriate application
* Have knowledge and understanding of different initial assessment methodologies
* Select and apply different initial assessment methods for appropriate use with learners within an inclusive framework
* Make use of the results of initial assessment in preparing for personalised learning

**Plan for learning**

* Prepare schemes of work to meet the individual needs of learners
* Develop learning programmes which are coherent and appropriate for learners
* Plan differentiated learning activities which create the opportunity for individual learners to be assessed against measurable outcomes

**Select and/or develop materials**

* Select appropriate materials from the range available
* Know ways to adapt use of materials to ensure inclusiveness

**Assess learners and provide constructive feedback**

* Use a range of assessment activities which produce valid, reliable and sufficient evidence
* Assess learner performance
* Encourage learners to reflect on their own and others’ performance through self and peer evaluation
* Facilitate opportunities for learners to use peer and/or self assessment
* Give constructive feedback to learners
* Facilitate opportunities for learner feedback
* Devise differentiated activities which create the opportunity for individual learners to be assessed appropriately against measurable outcomes
* Review goals with learners and negotiate and agree achieved outcomes on a regular basis
* Demonstrate understanding of differences between assessment and evaluation
* Evaluate the effectiveness of feedback to aid the improvement of learner performance

**Contribute to the quality cycle of the organisation**

* Monitor learner progress
* Keep accurate records of learner progress
* Contribute to organisational quality procedures
* Use information on learner progress to contribute to quality improvement.
* Participate in standardisation activities

**Evaluate own practice**

* Evaluate own practice on a regular basis
* Collaborate with others to improve own and team performance
* Engage in continuing professional development

**Person Specification**

**Job Title: Assessor**

**Skills**

* Capable of establishing empathy with learners
* Ability to provide constructive feedback to learners
* Able to work in a confidential manner
* Keep meticulous records
* Work constructively with employers and their learners
* Understand the standards of attainment required by learners

**Qualifications**

* TAQA (or equivalent)
* IQA (or equivalent)
* Level 3/4 industry qualification

**Special competencies**

* Able to operate in an inclusive manner
* Experience of a relevant occupational sector
* Promote equality and diversity