

Assessor: Distance Learning

Job Description

Reporting to: Learning Area Manager

Main Purpose of the Role

- To assess, support and track learners towards timely completion

Key accountabilities and responsibilities

- To provide advice and guidance to learners about assessment criteria and standards and ensure full understanding.
- To take full responsibility in tracking, monitoring and supporting distance learners to achieve their qualification and identify any issues with progress.
- To provide assessment support for learners (telephone/e-mail/audio & video contact) in a variety of contexts including provision of underpinning knowledge and robust written feedback.
- To assist in the development of programme materials in line with standards issued by Awarding Bodies, Sector Skills Councils or employer requirements.
- To report regularly on the progress of learners and where relevant to prepare progress reports and action plans.
- To provide early identification of learners at risk of non-completion and ensure appropriate actions are taken in a timely manner.
- To prepare and/or assess diverse evidence used for assessments in line with agreed criteria and standards.
- To embrace the opportunity and need for continual self and team development, contributing by example.
- To participate in the College's performance management system.
- To take an active role in supporting the College's ethos and values.
- To ensure that knowledge and understanding of industry and vocational requirements are kept up to date.

- To ensure the safeguarding and health and safety of students in an assessment context.
- To identify and liaise with potential/existing employers to support the Business development team in the growth of distance learning and progression of distance learners

General Duties and Responsibilities:

- To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
- To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
- To comply with College policies and guidelines in respect to health & safety
- To demonstrate positive personal and professional behaviour as specified College Code of Conduct.
- To undertake continual CPD to support the College culture of continuous improvement.
- To partake in Performance Standards scheme and quality assurance systems.
- To meet minimum relevant occupational standards.
- To keep up to date with the skills required to fulfil the role.
- To undertake any other duties commensurate with grade as may be reasonably requested by College management.
- You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.
- Carry out any other duties as required

Person Specification

Assessor: Distance Learning

EMPLOYEE SPECIFICATION		Application	Interview
Skills			
1.	Excellent communication skills	✓	✓
2.	Excellent administrative and organisational skills	✓	✓
3.	Good understanding of and commitment to the safeguarding of candidates	✓	✓
4.	Excellent writing skills to be able to provide robust feedback, prepare reports and devise action plans on learner progress	✓	✓
5.	Competent in IT including Microsoft packages to include Word, Email, Excel	✓	✓
Experience			
1.	At least 2 years' experience in a relevant sector	✓	
2.	Experience of successfully supporting training and assessing in a variety of contexts	✓	✓
3.	Proven track record of setting and achieving challenging improvement targets	✓	✓
Education			
1.	A qualification relevant to the sector at NVQ Level 3 or equivalent	✓	
2.	GCSE Maths and English or equivalent	✓	
3.	TAQA qualified – assessor (L3)	✓	
4.	Teaching/Training qualification would be desirable but not essential	✓	