**JOB PROFILE**

**POST TITLE: Assessor**

**POST GRADE:**  **Band E**

## RESPONSIBLE TO: Business Development Coordinator

**PURPOSE:** To work as part of a team providing support to ensure achievement of NVQ’s and other vocational qualifications across other disciplines.

# KEY TASKS

**1.1** To recruit learners into Apprenticeships, NVQs and commercial programmes to meet agreed targets and caseloads

**1.2** To develop and maintain relationships with employers and grow provision

**1.3** To identify skill and or knowledge gaps to ascertain training needs for employers with which you work

**1.4** To complete skills review and initial assessment activities with candidates and employers

**1.5** To develop individual action plan tailored to candidate needs

**1.6** To maintain accurate and robust records relevant to individual candidates

**1.7** To undertake work based assessments and maintain accurate records

**1.8** To undertake observations, both in the workplace and in College when required

**1.9** To deliver appropriate training using approved training resources which you will develop or update as appropriate

**1.10** To monitor candidate progress and provide support in completion of portfolios, ensuring timely achievement of qualifications & frameworks

**1.11** To carry out workplace assessments for Health & Safety, Safeguarding Children & Equality and Diversity

**1.12** To supply information to employees and employer to support the learner’s programme

**1.13** To assist with and carry out internal verification as required

**1.14** To attend CPD events and programmes as appropriate

**1.15** To attend team meetings

**1.16** To implement the College’s Quality Assurance and Quality Improvement Process

**1.17** To contribute to safeguarding and promoting the welfare of children.

**1.18** This job description is current at date shown and may be amended following consultation.

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| **ATTRIBUTES** | ESSENTIAL | **DESIRABLE** | **HOW****IDENTIFIED** |
| **Qualifications** | -Relevant Vocational Qualification at or above level 3 -Assessor and Verifier Awards (A1 and V1) or working towards successful achievement within 9 months of appointment-To have or obtain the **Certificate in Review of Health and Safety Procedures in Workplaces (HSS8)** within 6 months of appointment, or an equivalent H&S Qual. | -Relevant Level 4 qualification or significant experience -To be able to offer delivery in another vocational area  | -Application form -Certificates |
| **Knowledge** | -Relevant up-to-date industrial/subject knowledge.-Knowledge of industry and employment opportunities.-Awareness of Equality and Diversity.-Suitable to work with children. | -Relevant knowledge of the processes involved in work based training for Apprentices and other work based learners. -Knowledge of key / functional skills and recent initiatives in curriculum development  | - Application form-Interview-References  |
| **Experience** | -Prior vocational education & training experience/or relevant industrial or academic experience | -Training experience-Experience of Internal Verification.-Experience of assessment processes-Sales experience | - Application form-References |
| **Disposition/****Attitude** | -Self-motivated-Good communicator-Enthusiasm for subjectCommon sense-Relate to young people and employers-Reliable & flexible-Awareness of Equality and Diversity-Suitable to work with children | -Patience and good humour-Adaptable-Work under pressure | -Interview-References |
| **Practical and****intellectual skills** | -Ability to work as part of a team-Relevant practical skills-Excellent Time Management skills-Excellent organisation and administrative skills-Communication skills-Ability to motivate students-Excellent IT skills Driving licence and access to vehicle | -Problem solving skills-Teaching skills | - Interview-References |

# PERSON SPECIFICATION

# POST: ASSESSOR