

Group Member:		Leeds City College	
Job Title:		Assessor/Facilitator	
Reports to:		Deputy Head of Department	
Job Grade	T2	Department	Health and Social Care

ROLE SUMMARY:

The job role will be based around supporting students who are studying a health and social care vocational course and our T level students who will complete work experience/industry placement in the workplace. The placement/industry placement forms a mandatory element of the curriculum and supports professional knowledge, real life experience and development for these students who will enter the profession of health and social care as part of their career ambition.

SPECIFIC ROLE RESPONSIBILITIES:

1. To plan, co-ordinate, assess and review the learning activities associated with learners in the workplace and have effective and efficient management of appointments, schedule and learner caseload.
2. Deliver quality training and assessment covering skills and competencies as appropriate on and off site as required to facilitate timely or relevant success of students and provide a wide range of training solutions based on employer needs in order to achieve successful outcomes for the learners and employers.
3. To demonstrate high academic standards in training, tuition and assessment and the preparation and use of learning resources to meet a range of learner needs. This will include the production of new materials to match any new framework/standard and the leading/sharing of such materials.
4. The post holder will be allocated a caseload of students with a responsibility to ensure they carry out all aspects of the learner journey - Initial assessment and guidance, enrolment, training and assessment, review of progress and final advice and guidance.
5. To identify training needs for individual learners and plan and deliver training as identified whilst advising the learners tutor/programme manager of these requirements.
6. Provide training and or/assessment in appropriate disciplines (Moving and Handling Skills, Care Certificate etc) to a range of students on their selected programme or training.
7. Be responsible for a caseload of students ensuring they are employer ready within agreed timescales appropriate for level and individual needs.
8. Be responsible for managing the overall delivery of the placement requirement for all of the health and social care courses where industry placement is a mandatory element for the curriculum.
9. To liaise with employers and to support allocating placements to each student and visiting them whilst they are on placement.

10. Support the Health Science and social care team with: the recruitment, enrolment, completion of all contract documentation; provision of Information, Advice and Guidance (IAG) for students and where applicable.

CORE RESPONSIBILITIES:

1. To ensure that all learners have completed an Enhanced DBS.
2. To ensure that all placement hours and personal development for the students are recorded and entered onto the platform of Navigate.
3. To build and continually develop external relationships with employers who will support high levels of placement experience to our students.
4. To liaise with employers to arrange work experience placements for students and to visit these students whilst on placement across the West Yorkshire region. Access to a car would be beneficial.
5. Participate in student recruitment activities, including interviews, taster events and open evenings.
6. To ensure assessment and internal quality assurance processes are followed in accordance with the quality standard required by Awarding Organisations and Leeds City College policies and procedures.
7. To demonstrate high academic standards in training, tuition and assessment and in the preparation and use of learning resources to meet a range of learner needs. This will include the production of new materials to match any new framework/standards and the leading/sharing of such materials.
8. To meet quality assurance requirements of funding organisations and Leeds City College procedures with regard to accurate completion and maintaining of learner records.
9. To ensure assessment/delivery meets the performance/achievement targets as set by the college/department and the full range of learner needs.
10. To co-operate with the TLA Team with regard to the annual visiting of Teaching, Learning & Assessment Schedule.
11. Maintain CPD in subject specialist knowledge and skills to ensure training and assessment conforms to current best practice and complete all mandatory training as required.
12. Maintain and promote up to date knowledge of new developments in learning and assessment strategies, inclusiveness and widening participation.
13. To ensure assessment and IQA processes are followed in accordance with the quality standard required by both awarding organisations and LCC procedures.
14. To provide robust learner progress information as and when required, ensuring all record keeping is up to date and produce reports as required by the needs of the department.
15. Ensure all College systems to support and care for learners are utilised to maximum inclusion, timely achievement and learner progression.
16. Help to ensure learners are aware of and uphold College regulations and policies.
17. Make appropriate referrals if additional learning/social needs and safeguarding issues are identified while learners are on programme.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.

- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote relational practice approaches.
- Comply with all legislative and regulatory requirements.
- Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody the Group's Values:

Kindness

Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Ownership

Using our robust business planning model to allow areas to have clear ownership over their vision and performance

Enjoyment

Fostering environments that enable staff and students to be brave, interact and have fun

Collaborative

Proactively seeking opportunities to create synergies and positive outcomes for all

Passion

Encouraging all to have aspiration and passion in everything they do.

Creative

Always hungry to learn and looking ahead so we can be responsive

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Department	Health and Social Care

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation,
C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. Holds a L5 Teaching Qualification (e.g. Cert Ed, PGCE).	A / C
E	Q2. Relevant highest-level vocational qualification or degree in teaching subject.	A / C
E	Q3. English and Maths at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A / I / C
E	Q4. Relevant up to date subject knowledge and recent delivery in the Further Education or school sector.	A / I / P
D	Q5. Holds Assessor/IV Award or willingness to work towards within 2 years.	A / I / C

Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Recent teaching delivery in relevant subject areas (PGCE teaching placements/experience would also qualify here) which demonstrates active learning and differentiated teaching styles.	A / I / MT
E	EK2. Experience of positively managing student progression, advice and guidance in a school or Further Education setting.	A / I
E	EK3. Experience of setting appropriate SMART targets to ensure progression of learners.	A / I / T
E	EK4. Knowledge of current teaching practices and experience of utilising a range of teaching practices to enhance learner journey and progression.	A / I / MT
D	EK5. Experience of undertaking internal verification and moderation activities.	A / I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Ability to plan and deliver quality teaching across identified modules.	A / I / MT
E	SC2. Ability to inspire and motivate learners to achieve their optimum.	A / I / MT
E	SC3. Exceptional verbal /written communication and interpersonal skills.	I / MT
E	SC4. Ability to be adaptable and flexible towards the requirements of different learner needs.	A / I / MT
D	SC5. IT literate including knowledge of word processing, spreadsheets and databases i.e. Microsoft Word, Access and Excel and Google platforms.	A / I / T

D	SC6. Ability to provide productive insight into the review process and development of identified courses.	A / I
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Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to relational practice approaches	I