

## Job Description

<b>Job Title:</b>	<b>Assessor/Facilitator</b>
<b>Location:</b>	<b>Leeds City College</b>
<b>Salary:</b>	<b>SO1</b>
<b>Reports to:</b>	Deputy Head of Department
<b>Staff responsibilities:</b>	None
<b>Working hours:</b>	37 hours per week
<b>Probation period:</b>	6 months subject to periodic reviews
<b>Special conditions of the post:</b>	Some evening, weekend and bank holiday work may be required
<b>Safeguarding:</b>	All posts are subject to an enhanced Disclosure and Barring Service check.
<b>Date of compilation:</b>	July 2019

### CORE RESPONSIBILITIES:

1. Effective and efficient management of appointments, schedule and learner caseload.
2. 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
3. To deliver quality training and assessment in work place environments using the most appropriate delivery methods in order to achieve successful outcomes for learners and employers.
4. 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.
5. To meet quality assurance requirements of funding organisations and Leeds City College procedures with regard to accurate completion and maintaining of learner records
6. To carry out all aspects of the learner journey - Initial assessment and guidance, enrolment, training and assessment, review of progress and final advice and guidance

7. To identify training needs for individual learners and plan and deliver training as identified
8. To liaise and communicate with employers of learners on the programme on progress of learners and with potential employers and learners to promote work based qualifications and any other relevant college provision
9. To ensure that all contractual requirements for both levy and non-levy employers are up to date and in place for each individual apprentice.
10. To ensure assessment/delivery meets the performance/achievement targets as set by the college/department and the full range of learner needs
11. To co-operate with the OTLA Team with regard to the annual Observation of Teaching, Learning & Assessment Schedule
12. Maintain CPD in subject specialist knowledge and skills to ensure training and assessment conforms to current best practice
13. Maintain and promote up to date knowledge of new developments in learning and assessment strategies, inclusiveness and widening participation
14. To attend all standardisation, information and development meetings and activities in relation to roles and responsibilities
15. To follow and keep up to date all necessary procedures for the accurate completion and maintenance of learner records and verification as required
16. To ensure assessment and IQA processes are followed in accordance with the quality standard required by both awarding organisations and LCC procedures.
17. To provide robust learner progress information as and when required, ensuring all record keeping is up to date.
18. Produce reports as required by the needs of the department.
19. To optimise opportunities for promoting Apprenticeships and other college training in order to gain repeat business and new clients.

### **Pastoral**

20. Ensure all College systems to support and care for learners are utilised to maximise inclusion, timely achievement and learner progression
21. Help to ensure learners are aware of and uphold College regulations and policies
22. Initiate actions in line with procedure if any misdemeanours or infringements of College policy occur
23. Ensure learners are aware of the wide range of college professional guidance, safeguarding and counselling services
24. Make appropriate referrals if additional learning/social needs and safeguarding issues are identified while learners are on programme

**DEPARTMENTAL RESPONSIBILITIES:**

*Any other duties that are specific to the department*

**COLLEGE RESPONSIBILITIES:**

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 and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of children and vulnerable adults studying at the college and commitment to the college child protection policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful.

Co-operate in any staff development activities as required to effectively carry out the duties of the post and to participate in College staff review and development schemes.

Any other duties commensurate with the level of the post, which may be required from time to time.



Leeds City College

## Person Specification

<b>Job Title:</b>	<b>Assessor/Facilitator</b>
<b>Department</b>	<b>TBC</b>

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

<b>Qualifications &amp; Attainments</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	Q1. Assessing qualification(s) as required by the Assessment and Verification Strategy of the programme(s) on which he/she will be assessing/verifying. If the appointee does not hold an IQA qualification, he/she will be required to gain the appropriate internal quality assurance qualification within 1 year of appointment.	A/C
E	Q2. Level 3 qualification or equivalent in main subject area or significant current occupational experience in the main subject area	A / C
E	Q3. Level 2/3 qualification in maths and English.	A / C / I

<b>Experience &amp; Knowledge</b>		
<b>Essential (E) Desirable (D)</b>	<b>Criteria</b>	<b>Method of assessment</b>
E	EK1. Up to date industrial experience in assessing and quality assuring vocational programme(s)	I / P
E	EK2. Experience of developing assessment and learning resources (including use of IT)	I / P
E	EK3. Experience of forging relationships with employers and demonstrate high level of sustaining those over a period of time	I

E	EK4. A thorough understanding of all the required Quality/Awarding Organisation systems and procedures for the main subject area and evidence to support	I
E	EK5. Up to date knowledge with regard to levy and non levy apprenticeship and contractual requirements. Training will be provided initially for this.	I

### Skills & Competencies

Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. A thorough and up-to-date knowledge of relevant work based qualifications and relevant frameworks	I/P
D	SC2. Knowledge of current awards: for example Apprenticeship and RQF qualifications	I
D	SC3. Substantial experience in the delivery of programmes in the workplace and delivery methods	I
E	SC4. Excellent administration, organisation and time management skills	P
E	SC5. Ability to manage own caseload, prioritise tasks and problem solve	I
E	SC6. Demonstrate ability to lead and motivate learners	I
E	SC7. Able to demonstrate learner achievement and progression	I
E	SC8. Excellent interpersonal skills	I / P
D	SC9. A commitment to continuous Quality Improvement and the required systems and procedures to support this	I / P
D	SC10. Relevant and current evidence of CPD to meet awarding body and sector specific requirements	I
D	SC11. Flexible and responsive approach to delivery to meet employer requirements which may include working outside normal office hours	I

### Behavioural, Values & Ethos

Essential (E) Desirable (D)	Criteria	Method of assessment
E	Support and promotion of equality, diversity and inclusion	I
E	Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	Commitment to the PREVENT agenda	I
E	Commitment to professional standards	I
E	Commitment to restorative practice approaches	I

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