



New College Durham

JOB DESCRIPTION

Job Title:	Vocational Assessor in Accountancy (AAT)
Grade:	Support Grade F
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	School of Business, Management and Professional
Accountable to:	Curriculum Manager/Head of School.

Job Purpose

The post holder will be responsible for a learner caseload in Management and Professional, focusing on accountancy (AAT) apprentices. from level 2 up to level 6 predominantly. You will support candidates with portfolio building information, advice and guidance, completing assessments, facilitating off-the job training and completing timely reviews.

The post holder will deliver up to 500 hours per academic year of direct student contact.

Key Result Areas

1. The post holder will contribute to the effective and efficient organisation and delivery of Apprenticeship Standards (or frameworks), including timely course reviews and workplace observations. The post holder will contribute to course administration and supporting the learning process through both on and off the job training.
2. The post holder will undertake a range of administration duties including the completion of timely, detailed reviews and assessments.
3. All staff are expected to contribute to curriculum and their own personal / professional development.
4. Duties undertaken by the post holder may include being the lead assessor for a designated course(s) and/or course tutor to designated courses, these duties will extend to (but are not limited to) responsibility for:
 - assessment of programmes of learning up to Level 6 together with underpinning knowledge relevant to the provision within the School;

- Supporting all learners with their apprenticeship standard including both on/off the job training
- Maintaining up to date records to track learner achievement and performance;
- Planning the teaching, learning and assessment process with learners and employers and giving feedback on relevant documentation accurately and timely
- Supporting learners to achieve qualifications through:
 - Organising and carrying out work based observations and assessments as required by specific programmes;
 - Recording and providing feedback to students;
 - Guiding and tutoring in support of students;
 - Reviewing progress against targets with the learner and employer
- Assisting with the development of individual Learning and Action Plans;
- Working with employers to promote the Apprenticeship Programme and develop new business opportunities;
- recruit and retain learners by giving consistently great levels of service

5. Any other duties commensurate with the grade and status of the post.

General Responsibilities

1. To promote the mission, vision and values of New College Durham;
2. Keeping up-to-date registers and student records, related to retention, achievement, and attendance and student progression;
3. To attend and contribute to school and standardisation meetings;
4. Contributing to student interviews, promotional activities, open events employer liaison and other College events;
5. Be flexible in terms of working hours to meet the needs of the business and Employers in this sector;
6. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
7. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
8. To be responsible for actively identifying own development needs
9. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Job Title: Vocational Assessor in Accountancy (AAT)

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C or above) or equivalent	1	✓	
Recognised vocational qualification in an Accountancy related subject at Level 5 or above	1	✓	
A1 Assessor Award or working towards	1	✓	
A graduate qualification at L6 or above in a Finance related subject	1		✓
V1 Award or equivalent	1		✓
Experience of managing a learner caseload	1, 2	✓	
PGCE / CERT Ed or equivalent	1, 2		✓
Recent experience of working within an FE/HE College or training provider delivering apprenticeship provision	1, 2		✓
A working knowledge of assessing learners within the workplace setting and the educational establishment	1, 2		✓
Recent experience of improving learner success rates	1, 2		✓
Recent experience of supervising training within a Business setting	1, 2		✓
Skills		Essential	Desirable
A proven track record of being able to prioritise and organise own work	1, 2	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	1, 2, 3	✓	

Recent experience in effectively organising and scheduling tasks to meet deadlines	1, 2, 3	✓	
Demonstrate the ability to work effectively with others	1, 2	✓	
A commitment to resolving problems and to improving own performance	1, 2, 3	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers including employer engagement	1, 2, 3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	1, 2, 3	✓	
Suitable to work with young people and vulnerable groups	1, 2	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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