

## **JOB DESCRIPTION**

<b>Job Title:</b>	Specialist Assessor
<b>Grade:</b>	Specialist Assessor
<b>Reporting To:</b>	Curriculum Manager

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### **1. PURPOSE OF JOB**

To support and assess people working towards an apprenticeship Framework or Standard, making sure they meet the occupational standards needed to achieve the Framework or have developed enough evidence to progress through the Gateway and be fully prepared to achieve the End Point Assessment of a Standard. The role could also support and assess students on work placements from Full Time and Part Time Study Programmes.

The Specialist Assessor will only be applied to a candidate with an identified specialist skill set which requires specific qualifications/experience, or from particular industry sectors, that are scarcely available in the marketplace.

### **2. Core Tasks**

- 2.1 Act as an assessor with a caseload of approximately 40 to 50 (pro rata) apprentice candidates, tracking progress and updating the Cross College Apprenticeship Tracker and attending tracking meetings. The case load will be determined in consultation with the Curriculum Manager. This includes full time and part time learners in work placements.
- 2.2 Participate in and/or lead the recruitment, selection, enrolment, interviews, induction and review of apprentice candidates when necessary, referring to the tracking report to ensure reviews are completed timely. This includes full time and part time learners in work placements.
- 2.3 Work closely with the Business Development Team to ensure that enquiries are converted into 'new starts' in a timely manner.
- 2.4 Through assessment and review procedure, work with the apprentice and employer to set challenging targets for apprentice candidates to achieve specific elements of the Framework/Standard. This will include the development of English and maths, Skills Development (Employability), Behaviours and Digital Skills. This includes full time and part time learners in work placements where assessors will work closely with work placement providers to ensure learners on full and part time programmes are supported and accessing appropriate experiences to achieve the practical competences required for their qualifications.
- 2.5 Liaise closely with other assessors and curriculum staff to ensure that tracking information and review targets are accurate and appropriate.
- 2.6 Plan effectively and assess apprentice candidates in their workplace to ensure progress on NVQs and the Skills element of a Standard to prioritise timely completions. This will include the development of English and maths, Skills Development (Employability), Behaviours and Digital Skills.
- 2.7 Undertake planning for and delivery/assessment of Knowledge elements of the apprenticeship, as required. This includes full time and part time learners in work placements.

- 2.8 Provide apprentice candidates with feedback of progress against plan and also from assessment/observations. This includes full time and part time learners in work placements.
- 2.9 Assist apprentice candidates in portfolio preparation and completion. This includes full time and part time learners in work placements.
- 2.10 Provide apprentice candidates and the employers with training, coaching and underpinning knowledge as appropriate to the vocational area, to enable progress to be made appropriate to the level of the apprenticeship
- 2.11 Provide appropriate learning support to enable effective assessment and giving appropriate support to enable apprentices/students to achieve their vocational targets.
- 2.12 Agree individual planned end dates for apprentices with other assessors and curriculum staff and take responsibility for setting realistic and appropriate end dates, ensuring they meet minimum durations set on the Frameworks/Standards. Be responsible for ensuring completion/achievement to that end date, to maintain Overall and Timely Achievement above National Averages.
- 2.13 Carry out health and safety checks, equality of opportunity checks and collecting Employer liability insurance which should be logged on the system. Due dates should be checked on the tracker regularly. For full time students the assessor would be Responsible for the organisation of student placements, for their own caseload.
- 2.14 Completion of student reviews and liaise effectively with employers and assessors about progress and outcomes as required, referring to the tracking report to ensure reviews are completed timely.
- 2.15 Participate in and undertake the development of the planning and implementation of schemes of assessment
- 2.16 Undertake internal verifier activities and work effectively with other internal and external verifiers.
- 2.17 Attend meetings with other assessors and curriculum staff for standardisation and to share good practice
- 2.18 Keep accurate and up to date tracking records of candidate progress and success, which should also be updated on the Cross College Apprenticeship Tracker
- 2.19 Help and guide the apprentice and employer to identify and log activities that contribute towards the 20% 'off the job' element of the apprenticeship
- 2.20 Participate in regular meetings with line manager and in tracking meetings to monitor learner performance
- 2.21 Participate in self-assessment activities, including observations of teaching, training and/or assessment and other related activities
- 2.22 Contribute to the collection of informal and formal feedback from students and employers
- 2.23 Liaise with employers and promote College programmes where appropriate
- 2.24 Promote the benefits of different programmes to employers, and explain their responsibilities in the learning process and their role in the successful delivery of Standards

- 2.1 Continually look to forge good relationships with employers and try to advise employers to help develop new opportunities for apprenticeship recruitment. Work with Business Development Advisors to help employers to provide next level progression opportunities for apprentices and convert any leads into 'new starts'
- 2.25 Contribute to the continuous improvement of quality in all apprenticeship activities
- 2.26 Support College policies, procedures and quality assurance systems. To conduct aspects of all duties and responsibilities in line with the Corporation's Health & Safety Policy in the interests of themselves, other colleagues and students.
- 2.27 Prepare for and participate in appropriate College Events (these may include Open Evenings, Parents Evenings, enrolment events)
- 2.28 Engage in professional development including the conduct of and participation in staff appraisal and in-service training based on an assessment of individual needs. Contribute to the mentoring system for new staff and colleagues as appropriate.
- 2.29 Perform such other reasonable duties commensurate with the grade of the post as required by the Principal and Chief Executive.

### 3. Qualifications/Experience Required

	Essential	Desirable
<b>Qualifications:</b>	<p>NVQ Level 4, degree in relevant discipline or equivalent professional qualification.</p> <p>Assessor qualifications A1 Awards</p> <p>TAQA (or willing to work towards)</p> <p>V1 Award/IQA (or willing to work towards)</p>	<p>Teaching Certificate.</p> <p>COSH H or IOSH (or willingness to work towards)</p>
<b>Work/Teaching Experience:</b>	<p>Experience of Work based Learning Assessment and Internal Verification.</p> <p>Relevant occupational expertise.</p> <p>Delivery of underpinning knowledge to students</p>	<p>Practical experience across a range of levels.</p> <p>Experience of Work Based Learning.</p>
<b>Special Aptitudes:</b>	<ul style="list-style-type: none"> <li>• Ability to assess students in the workplace.</li> <li>• Ability to maintain recording and tracking documentation.</li> <li>• Ability to motivate and stimulate students in a workshop or practical environment.</li> <li>• Good communication and interpersonal skills.</li> <li>• Ability to be able to liaise with employers and find suitable workplaces for trainees in the occupational area.</li> <li>• Confidence to liaise with external agents.</li> <li>• A commitment to professional updating and awareness of current developments.</li> <li>• Maintain confidentiality at all times</li> <li>• Promote equal opportunities</li> <li>• Understanding of H&amp;S risks in the workplace and relevant legislation relating to specific specialist area.</li> <li>•</li> </ul>	<p>Experience of participating in educational / professional programme administration.</p> <p>Experience with students in a practical environment.</p> <p>Experience of dealing with external agencies.</p>
<b>Disposition/ Attitude:</b>	<p>Ability to:</p> <ul style="list-style-type: none"> <li>• Participate as a team member.</li> <li>• Enjoy a climate of change.</li> <li>• Work on own initiative.</li> <li>• Manage, and make available to manager, a calendar of appointments and activities</li> <li>• Relate to a very wide range of people.</li> <li>• Be alert to new and potential opportunities for development.</li> <li>• Committed, hard-working, team worker.</li> <li>• Commitment to young people and vulnerable adults</li> <li>• The capacity for independent travel</li> </ul>	

#### Equal Opportunities

Darlington College is committed to recognising and promoting equality and diversity within the community. We wish to provide a working and learning environment that acknowledges the richness of diversity and recognises the positive contributions of men and women of different social backgrounds, cultures, religions, abilities, ages and sexual orientation.

Applications are therefore welcomed from all persons regardless of their sex, marital status, ethnic origin, disability, religious belief, age or sexual orientation provided they have the necessary attributes to carry out the job role.

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