

Person Specification – Skills, Knowledge and Experience required

Work Based Learning Assessor

Ref 1.	SKILLS	Assessed
	Essential	
1.1	Have excellent subject knowledge in the required area of specialism	A/I/P
1.2	Ability to support students 1:1 and in groups	A/I
1.3	Drive, enthusiasm and ambition	A/I
1.4	Good communication skills both written and oral	A/I
1.5	Excellent administration, IT and organisation skills	A/I
1.6	Evidence of ability to work as a member of a team	A
1.7	Car Owner/Driver	A
1.8	Excellent learner engagement and support skills	A/I
1.9	Flexibility to meet the challenges and demands of the role	A/I
1.10	Evidence of continuing professional development (which can be evidenced and monitored).	A
2.	QUALIFICATIONS	
	Essential	
2.1	Subject relevant qualification at Level 3	A
2.2	Teaching Qualification or prepared to complete a teaching qualification within a given timescale	A
2.3	Assessors Award (A1 or TDLB 32, 33) or prepared to complete a teaching qualification within a given timescale	A
2.4	Verification Award (V1 or TDLB 34) or prepared to complete a teaching qualification within a given timescale	A
2.5	English and Maths GCSE grade C or above or equivalent, or willing to work towards within a given timescale	A
3.	EXPERIENCE	
	Essential	
3.1	Minimum of 2 years recent and relevant industrial/vocational experience	A
3.2	Employer engagement	A/I
	Desirable	
3.2	Experience of delivering NVQs/Apprenticeships/Employer Responsive Programmes	A
3.3	Experience of planning learning programmes, reviewing and assessment	A/I
4.	SPECIAL REQUIREMENTS	
	Essential	
4.1	Strong commitment to Equality and Diversity	A
4.2	Awareness of Safeguarding	I
4.3	Demonstrate resilience and patience	A/I

Key: Assessed at

A – Application form, I – Interview, P – Presentation, T – Test

June 2017

JOB DESCRIPTION

JOB DETAILS

Job Title: Work Based Learning Assessor

Grade: SO1 (Business support points 23-25)

JOB PURPOSE

To develop, prepare and delivery high quality training programmes within work based learning and to provide other professional support to help the College meet its objectives.

ACCOUNTABLE TO: Head of Apprenticeships, Employer Engagement and Partnership Delivery

KEY RESULT AREAS

1. To deliver learning programmes, reviewing and assessment on a range of occupational areas on agreed learning venues and company premises.
2. To carry out reviewing and assessments of student learning as required by the programme being delivered.
3. To prepare effective materials for learners to enable them to be successfully assessed.
4. To assist students in the production and maintenance of records/portfolios.
5. To organise, arrange and deliver student workshop activities as required (by group, activity, assessment, etc.)
6. To make use of appropriate classroom/workshop techniques and strategies in delivering learning.
7. To maintain records to track student achievement and performance and report learner progress
8. To prepare lesson/assessment plans and schemes of work for all sessions.
9. To provide timely feedback on student achievement
10. To maintain appropriate records of student assessments/achievements.
11. To provide information advice and guidance relating to progression opportunities
12. To function as an integral part of the full curriculum delivery team.
13. To monitor students' attendance.
14. To undertake work based assessment and gather work based evidence as required.
15. To prepare structured learning plans for clients/students in the workplace.
16. To contribute to review and evaluation of programmes, self-assessment and the implementation of effective quality improvement plans
17. To assist with promotional or marketing activity
18. To share best practice and participate in standardisation meetings
19. To actively participate in employer engagement activities
20. To assist in the recruitment, selection, admission and education of students.
21. Develop and review individual learning plans.

22. To support the business growth activity by following up leads and generating new business in order to meet agreed targets, start profiles and budget contributions as directed by Line Manager

23. Undertake such other duties as are reasonably allocated either permanently or from time to time.

N.B. All posts are required to work flexibly across all directorates in order to meet the needs of the college on a corporate basis.

VARIATION IN THE ROLE

Given the dynamic nature of the role and structure of the Tyne Coast College and the Academy Trust, it must be accepted that, as the 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 and the Trust is committed to equality and diversity for all members of society. The College and the Trust will take action to discharge this responsibility but many of the actions will rely on individual staff members embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support initiatives on Equality and Diversity, which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors 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 or the Trust can improve its practice on Equality and Diversity, please contact the Equality and Diversity Officer in Human Resources.

HEALTH AND SAFETY

All members of staff have a duty to maintain safe and clean conditions in their work area and co-operate on matters of Health and Safety. This will include assisting with undertaking risk assessments and carrying out appropriate actions as required. Staff are required to refer to Health and Safety Policies in respect to their specific duties and responsibilities.

LEARNING & DEVELOPMENT

All staff are required to participate fully in Learning & Development programmes and have a responsibility to identify their own professional development needs in conjunction with their line manager.

COMMITMENT TO SAFEGUARDING VULNERABLE GROUPS

June 2017

The College and the Trust are committed to safeguarding and the prevent duty. Ensuring safeguarding arrangements to protect children, young people and vulnerable groups meet all statutory and other government requirements, promote their welfare and prevent radicalisation and extremism. The College and the Trust expects all staff and volunteers to share this commitment.

COMMUNICATION AND WORKING RELATIONSHIPS

Internal Communication/Working Relationships

Liaison with:

Head of Apprenticeships, Employer Engagement and Partnership Delivery

Heads of School

Heads of Curriculum and Performance

Curriculum Managers

Apprenticeship Administration team

MIS

Student Support Services

Membership of College Groups

School meetings

Curriculum and Quality Review

External Communication/Working Relationships

Liaison with:

Employers

Training Providers

Awarding Bodies

North East Chamber of Commerce

Sector Skill Councils

This is not an exhaustive list – it is for illustrative purposes only