

Northumberland County Council
JOB DESCRIPTION

Post Title: Assessor/Internal Verifier		Director/Service/Sector HR/OD		Office Use JE ref: 2904 HRMS ref:
Grade: 4		Workplace: Learning Centre/Employer Premises		
Responsible to: L&OD Co-ordinator		Date: 7 April 2014	Manager Level:	
Job Purpose: To assess and review learners individually or in small groups and carry out internal verification and moderation activities as appropriate				
Resources		Staff		
		Finance		
		Physical		
		Clients	Learners	
Duties and key result areas:				
1	To provide information and advice to learners and enrol them on to courses.			
2	To assess learners in work-based learning centres or workplace environments			
3	To support the learner to develop an individual learning plan in liaison with the employer			
3	To assist learners with action planning and recording achievement			
4	To support learners through the learning process and associated learning activities			
5	To maintain records including learner records, progress reviews and those associated with attendance, withdrawals and learner support			
6	To participate in the internal verification and/or moderation of learner work			
7	To attend team meetings and other appropriate meetings as required			
8	To contribute to the self-assessment process including the consideration of success rates and associated business improvement plan			
9	To ensure the maintenance of safe working practices and environments for all staff and learners in accordance with the policies of Northumberland County Council and relevant legislation.			
10	To be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults			
11	To be committed to equal opportunities and to comply with the County Council's diversity and equality policies.			
12	To be committed to professional self-development making full use of training and development opportunities identified through appraisal.			
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.				

Work Arrangements	
Transport requirements:	The post will involve travel
Working patterns:	Ability to work flexibly to meet learner and business need, including evening and weekend working
Working conditions:	On employer premises or in a centre

Northumberland County Council
PERSON SPECIFICATION

Post Title: Assessor/Internal Verifier	Director/Service/Sector: Northumberland Adult Learning Service	Ref: 2904
Essential	Desirable	Assess by
Knowledge and Qualifications		
<ul style="list-style-type: none">Relevant vocational qualificationRelevant and up-to-date knowledge of subject areaTAQA/A1 assessors award and/or V1 verifier award	<ul style="list-style-type: none">English, Maths and IT qualifications	A, I
Experience		
<ul style="list-style-type: none">Experience of supporting learners one to one and in group situationsExperience of collaborative working within a team	<ul style="list-style-type: none">Experience of using learning technologies	A, R, I
Skills and competencies		
<ul style="list-style-type: none">Good or outstanding Assessor/Internal Verifier who is willing to share good practiceGood oral and written communication skillsIT literateGood administrative and organisational skills		A, R, I, P
Physical, mental and emotional demands		
<ul style="list-style-type: none">Ability to work to deadlinesAble to move, erect and dismantle training equipment and resources		I
Other		
<ul style="list-style-type: none">To meet the transport requirements of the postAble to obtain a satisfactory DBS clearanceCommitted to equal opportunities and diversity within the learning environmentCommitted to health and safety	<ul style="list-style-type: none">Full UK driving licence and access to a vehicle for business purposes	I

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits