

Position: - Assessor

Job Title:	Assessor
Hours:	Full Time
Contract Type:	Permanent/Temporary
Salary:	Up to £23,000 depending on experience and qualifications
Responsible to:	Operations Director

Job Description:

We are looking to employ an Assessor to train and assess learners' performance and related knowledge in a range of tasks. To ensure that the competence and/or knowledge demonstrated, meets the requirements of the National Occupational Standards. As part of the assessment team, you will be given the autonomy to lead the Apprenticeship/NVQ Work Based Learning programmes, so initiative and flexibility is essential. You will be expected to implement and administer all assessment and quality assurance procedures. You will support, train and guide learners and develop their skills and abilities to enable them to complete their qualifications.

General Main Duties and Responsibilities:

- To implement and administer all assessment and quality assurance procedures as directed by the Awarding Organisations, across specialist sectors.
- To support, train and guide learners and develop their personal and professional attitudes, skills and abilities with responsibility to ensure successful completion of qualifications.
- To guide and support learners to gain the required appropriate evidence for their Competency Based Qualifications (NVQ) and Apprenticeship Frameworks.
- To assess learners and provide feedback demonstrating a clear understanding of minimum requirements for competence to a high standard, using audio and video technology.
- To liaise and share good practice with peer Assessors, Internal Quality Advisors, Operations Director and the Business Support Manager and to attend regular Progress and Standardisation meetings.
- To lead the development, planning and delivery of our short courses programme.
- To teach on the short courses that we offer (subject to your area of expertise.)
- To work closely with the sales team by actively seeking and referring new business development leads.
- To act as an Internal Quality Advisor, subject to the necessary training, if appropriate.
- To respond positively to any course or enrolment enquiries and to contribute to all aspects of the company's Training publicity and student recruitment programme.
- To respond to any reasonable request for student information and to provide student reports when necessary.
- To maintain an on-going programme of personal professional development in order to achieve high standards in line with the company's Training Quality Assurance policies and procedures.
- To take an active part in the appraisal process.
- To comply with all relevant Health & Safety regulations and assist the company's training in the implementation of its own Health & Safety Policy.
- To comply with and actively promote the Equality and Diversity Policy.
- To comply with and actively promote the Safeguarding Policy and Practices.
- To participate in enrolment and Learner sign up process.
- To prepare and support in preparation for External Quality Assurance visits.
- Undertake any other relevant duties as specified by your line manager, Operations Director, commensurate with the level of this post.

Assessor – Personal specification

	Essential:	Desirable:
Qualification:	<ul style="list-style-type: none"> • Level 3 Certificate in Assessing Vocational Achievement (CAVA). • Level 3 Award in Understanding the Principles and Practices of Assessment (AUPPA) • Level 3 Award in Assessing Competence in the Work Environment (ACWE) • Level 3 Award In Assessing Vocationally Related Achievement (AAVRA) • An Assessor qualification (D32/33 or A1), or the willingness to work towards one • GCSE English and Maths at grade C or above or equivalent • NVQ Level 2 or equivalent • Teacher Training Qualification (e.g. Preparing to Teach in the Lifelong Learning Sector –PTLLS/Cert Ed) or the willingness to work towards one • Excellent IT Skills with working knowledge of Microsoft packages e.g. Word/Excel 	<ul style="list-style-type: none"> • D34 or V1 Internal Quality Assurance qualification • Educated to Degree level SIA • Licence Holder SIA • Licence Linked qualifications
Skills, Knowledge, Aptitude & Experience:	<ul style="list-style-type: none"> • Experience in planning, controlling and delivering Vocational Competency Based (NVQ) qualifications and Apprenticeships • Assessment of learners to set qualification criteria • To have a sound knowledge and understanding of vocational programmes • To be able to demonstrate an ability to assess learners to required standards • To be able to plan, control and implement vocational programmes • To be able to collate, analyse and evaluate information • To be able to communicate effectively and clearly • To be able to demonstrate good listening and questioning techniques • To be able to demonstrate the ability to develop individuals' skills and knowledge • To be able to use own initiative and work unsupervised demonstrating self-management in demanding situations • To be able to work under pressure • To be able to work as part of a team • To have a flexible approach to 	<ul style="list-style-type: none"> • Initiative and ability to respond positively to change • Ability to internally verify learner work • Experience in the use of E-Portfolios

	<p>assessment</p> <ul style="list-style-type: none"> • To have good organisational skills • To have good administrative and diary management skills • Belief in the benefits education and training can bring • Commitment to safeguarding young people and vulnerable adults 	
Physical:	<ul style="list-style-type: none"> • Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995 • Ability to undertake manual work and to perform tasks 	
Personal Qualities:	<ul style="list-style-type: none"> • An excellent team player with high energy levels who thrives on providing first class customer service • Flexibility • Positive, optimistic and self-motivated • An enthusiasm for professional development • Ability to face new challenges with enthusiasm • Sense of fairness. • Ability to communicate with personnel of different job descriptions and personality types. • Personal integrity, confidence and leadership. • Ability to focus on tasks at hand. • Sense of order, planning ability. • Strong personality, thick-skinned, strong backbone. • Willingness to work evenings and weekends when necessary 	

The setting is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A full-enhanced Disclosure & Barring Service (DBS) and a pre employment health check will be obtained prior employment including satisfactory references checks.

You may contact us at:

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