

<b>Post Title</b>	Part-time Early Years Placement Assessor
<b>Location</b>	Craven College, Skipton (Multi-site)
<b>Rate of pay</b>	Assessor rate £13.49 per hour
<b>Hours</b>	Temporary variable hours As arranged with the Head of School/Subject Sector Leader
<b>Responsible to</b>	Head of School – Service and Construction Industries
<b>Special Conditions</b>	Assessing time is dependent on student numbers and curriculum requirements  Pay claims for the actual hours worked are submitted on the last working day of the month for payment on the last working day the month following  A full enhanced disclosure check will be required via the Disclosure and Barring Service (DBS) for this post
<b>Closing Date</b>	Sunday 22 November 2020
<b>Interview Date</b>	Tbc
<b>Post No.</b>	S683

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources [HR@craven-college.ac.uk](mailto:HR@craven-college.ac.uk)

### MAIN JOB PURPOSE

**To assess a range of diploma units in the workplace to meet curriculum requirements and in line with quality assurance procedures**

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### KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College.

- To assess Diploma units delivered to Apprentices and students on study programmes within the curriculum area in the work-place
- To identify opportunities for students to demonstrate competence and collect evidence;
- To identify valid and sufficient evidence and sources of evidence for the standards;
- To be responsible for monitoring students progress throughout the programmes of study;
- To identify gaps in achievement and provide constructive feedback;
- To negotiate individual action plans with students and employers;
- To carry out efficient administrative procedures, and to keep up-to-date records and paperwork, in line with quality assurance procedures and self assessment;
- To keep abreast of new developments in the field and introduce new approaches in the curriculum area;
- To be proactive in developing links with industry and organisations active in the vocational area;
- To liaise effectively with management, staff within the College, and employers to deliver and evaluate an effective programme;
- To attend regular meetings with internal verifiers, external verifiers, and awarding bodies, as requested by the Subject Sector Leader, Head of School;
- To participate in the College's appraisal scheme, attend relevant staff development as necessary and undertake continuous professional development in line with College policy and legal requirements;
- To promote, develop and evaluate a range of provision within the curriculum area;
- To submit candidates' work for internal verification;

- Any other duties commensurate with grade and status as may reasonably be requested;
- To be responsible for updating the subject specialism;
- You will be expected to be fully conversant with and implement the College's range of equality and diversity and safe guarding policies and procedures, to ensure the health, safety and welfare of all learners and staff;
- To ensure that interaction with learners is inclusive, fosters good relations between different groups of people, pays attention to specific needs identified through assessment, and being mindful of cultural or gender differences;
- To work closely with parents, guardians and outside support agencies in agreeing strategies that overcome barriers to participation or learning progression.

### PERSON SPECIFICATION

Assessors need to have sufficient skills and knowledge within the area for which they are assessing to enable them to make valid assessment decisions about candidates' competence in that area. They will normally therefore be experts in the curriculum area.

The person we are hoping to appoint will meet all of the following essentials requirements and some or all of the desirable requirements.

#### ESSENTIAL REQUIREMENTS

- Professionally qualified in the subject area to a minimum of level 3;
- Assessor Awards A1 unit or equivalent, (Or working towards);
- Recent relevant industrial experience;
- An excellent working knowledge of the subject area;
- Ability to work flexibly and on own initiative to meet the needs of the college;
- Ability to maintain relevant records and documentation accurately;
- Willingness and ability to undertake further professional development linked to the School curriculum and college needs;
- To maintain continuing professional development linked to the curriculum, to include updating subject specialism;
- Ability to achieve high standards working under pressure;
- Excellent interpersonal skills;
- Current driving licence and use of car, (essential for diploma peripatetic assessors);
- Willingness to undertake a full enhanced Disclosure & Barring Service check via DBS.

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#### DESIRABLE REQUIREMENTS

- Professionally qualified to level IV in subject area;
  - Teaching/training qualifications to PGCE/Cert Ed/level, or equivalent;
  - Verifier Award VI, or willing to work towards;
  - Basic Skills qualification and/or experience;
  - Previous experience of Teaching, Training and Assessing ideally in the FE sector;
  - Appreciation of quality issues in Further Education
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