



## JOB DESCRIPTION

<b>Job title:</b>	<b>Assessor of Health Care &amp; Health and Social Care</b>
<b>Accountable to (line manager):</b>	<b>Programme Area Leader: Health and Care</b>
<b>Scale:</b>	<b>H19 – H23</b>
<b>Workload:</b>	<b>FT 37 hours</b>

### Core expectations

- Ensuring Tone of Voice is consistent;
- Few rules and clear boundaries – an organisation concerned with student-focused decision making;
- Transparency, empowerment and accountability – a delegated model of authority as opposed to ‘command and control’;
- Decision making as near to the frontline as possible – responsive, learner focused.

### Components of the job

1.	To plan, co-ordinate, assess and review the learning activities associated with learning and assessment at level 2 and 3 in health and social care settings.
2.	To manage a caseload of learners, organise workplace assessment visits and meetings with employers
3.	To interview and recruit learners on to programme
4.	To produce and monitor individual learning plans for students and contribute to their
5.	To conduct assessments, internal verification and reviews in line with Awarding Body and College requirements
6.	To develop appropriate assessment materials
7.	To deliver practical and related skills to maximise student learning
8.	To teach on the preparing to work in adult social care programmes from level 1 to 3; depending on what is needed.
9.	To provide appropriate individual guidance and support to learners and refer to specialist agencies where appropriate

## General Expectations

- Participate in annual appraisals and regular reviews of performance.
- To attend meetings as required, participate in appropriate staff development activities and undertake any personal development necessary to ensure effective performance in the role.
- Undertake any additional duties that the line manager may require within the scope of the post.
- Ensure that the College's Health & Safety Policy is adhered to at all times and take responsibility for general health and safety housekeeping within your work area.
- Ensure that the College's Equality and Diversity policy is adhered to at all times and tackle or report discrimination and harassment wherever it occurs.

## Method of working

Stockton Riverside College expects all staff to work effectively, both as individuals and as part of a team, delivering high quality education and support to students and staff. In doing so, the College expects all staff to display all of the core competencies as defined in the performance and development appraisal arrangements and to conduct themselves in a manner which befits their professional status and responsibilities.

## Public relations

Considerable importance is attached to the role the College plays in its various communities and specifically the relationships it has with schools, employers and other stakeholders. It therefore follows that all staff are expected to work to maintain and develop these relationships at every opportunity by positively promoting the work of the College and the role it can play in supporting the aims of its stakeholders.

This job description is a guide to the work the post holder will be required to undertake. In consultation with the post holder, it may be amended from time to time by the Corporation and/or Principal to meet changing circumstances. Specific targets and objectives will be agreed with the post holder and will be reviewed regularly as part of the performance management arrangements.

*I acknowledge receipt of the above job description, detailing the duties and responsibilities of this post and confirm my acceptance of them.*

<b>Signed:</b>		<b>Dated:</b>	
<b>Print name:</b>			



## Personal Specification

Personal attributes required	Essential (E) or Desirable (D)
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<b>Qualifications:</b>	
NVQ level 3 or equivalent in an occupational area or Level 4 qualification in related field	Essential
Assessor Awards D32/33 or A1/2	Essential
English and maths at level 2	Essential
Teaching qualification	Desirable
Internal verification award or to be prepared to work towards	Essential

<b>Knowledge, Skills and abilities:</b>	<b>Essential/ Desirable</b>
At least 2 years recent work experience in the relevant discipline and a thorough understanding of the working practices in that discipline	Essential
Experience of undertaking formal employee assessment in the work place	Desirable
Experience of assessing against NVQ or similar competence based frameworks	Desirable
Understanding and experience of current working practices in the relevant discipline	Essential
Understanding of NVQ framework and assessment requirements	Essential
The ability to use IT to its maximum potential including the use of SMART assessor	Desirable
Knowledge of appropriate apprenticeship frameworks	Desirable
Knowledge of End Point Assessment	Desirable

<b>Other:</b>	<b>Essential/ Desirable</b>
Ability to inspire and motivate others to achieve the highest personal and professional standards	Essential
Commitment to educational excellence	Essential

Ability to work as a member of a team with the ability to lead as well as support to achieve positive outcomes	Essential
Ability to cope with the pressures inherent in the post, i.e. rapid pace of change and meeting demanding deadlines	Essential
Good oral and written communication skills	Essential
Motivation to work with children, young people and vulnerable adults	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	Essential
Emotional resilience with challenging behaviours	Essential