

## **WALTHAM FOREST COLLEGE**

### **JOB DESCRIPTION AND PERSON SPECIFICATION**

<b>POST:</b>	Health and Social Care work- based Assessor
<b>REPORTING TO:</b>	Head of Curriculum
<b>RESPONSIBLE FOR:</b>	N/A
<b>GRADE:</b>	26-29

#### **KEY RESPONSIBILITIES**

- The role of an Assessor (ASSESSOR) is at the core face our business. Hands-on and out in the field working with our learners & employers, you will be responsible for supporting a caseload of learners (of any age) in their places of work, through their qualifications.
- Qualifications will include accredited level 2 and 3 Apprenticeships/NVQs and short courses in Health and Social Care. You will be using a variety of teaching and assessing techniques to ensure that the highest standards of bespoke learning is offered.
- You will also be responsible for accessing work experience opportunities for full time Learners studying Health and Social Care and related areas and monitoring them
- You will also be responsible for assisting with course administration, as required.

#### **MAIN DUTIES AND RESPONSIBILITIES**

This list is not exhaustive, and you are expected to undertake any reasonable activity suited to your qualifications and experience.

1. Marketing the organisation and its qualification offering to employers and learners
2. Signing learners onto Apprenticeships and other health and social care qualifications
3. Offering information, advice and guidance and carrying out initial assessments to identify learner needs
4. Ensuring compliance with ESFA funding rules by recording monthly in-learning evidence and recording Off the Job Training Hours
5. Visiting learners at their workplaces or through online platforms where necessary every 2-6 weeks depending on the qualification and the needs of the learner
6. Ensuring documented monthly progression of learners through vocational & functional skills qualifications to enable timely achievement of their Apprenticeship/NVQs
7. Delivering outstanding teaching and learning of knowledge and functional skill components
8. Mentoring and coaching learners with varying barriers to learning
9. Taking part in continuous professional development, including completion of own qualifications

10. Liaising regularly with your line manager and quality assurance team
11. Working closely with the Head of Health & Social care ensure development /improvement of teaching material.
12. Completing DBS for learners studying HSC or other courses in College
13. Taking a proactive role in marketing, recruiting and selecting new learners across NVQ's, vocational programmes in Care and related commercial activities, participating in the Induction and Awarding body registration of Learners, including exam registration where appropriate.
14. To participate in enrolment, Open days and other College events as and when appropriate and on request
15. To comply with Data Protection Legislation and College procedures with regards to handling and storage of information

### **Quality and Planning**

16. To prepare for and participate in External Verifier Visits and ensure that any subsequent recommendations are carried out in an effective and timely manner
17. To represent the College with external agencies as required in the performance of duties

### **Resources**

18. To plan, manage and ensure the effective deployment of the resource requirements for the services that are the responsibility of the role

### **General**

- 18 To implement College policies, particularly those relating to equality and diversity.
- 19 To implement Health and Safety and security measures in accordance with statutory and College requirements.
- 20 To actively develop his/herself through staff development and training activities and to review their own performance
- 21 Liaising with local Schools, Care settings and cross- college groups, employers and other external agencies as appropriate

## PERSON SPECIFICATION

	<b>Essential Criteria</b>	<b>Desirable Criteria *</b>
<b>QUALIFICATIONS</b> (Educational and Vocational)	TAQA Assessors Award or hold A1/A2 or D32/33 and have been updated to TAQA standards Evidence of continuous professional development	
	Possess a Level 2 qualification in English and Maths or a willingness to achieve within a specified period	
	Experience working in the Health and social care sector	
<b>PREVIOUS EXPERIENCE/JOB KNOWLEDGE</b>	Assessment and training of workplace qualifications and apprenticeship candidates	
	Internal Verification of workplace qualifications and apprenticeships	
	An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the college	
<b>SKILLS</b> (Competencies and Aptitudes)	Well-developed communication, external liaison and networking skills	
	ILT & digital skills including Word, Excel, Outlook, Internet and Power Point	
	Good written skills	
	A sound understanding of effective support systems to meet student needs	
<b>OTHER FACTORS/ ADDITIONAL REQUIREMENTS</b>	A strong commitment to student success	

