

## Job Description

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| <b>Job Title</b>                   | <b>Assessor in Health and Social Care</b>  |
| <b>Main Purpose</b>                | To deliver effective learning support and to carry out assessments both in College and in the workplace. |
| <b>Line Manager</b>                | Curriculum Manager – Health and Social Care  |
| <b>Date Job Description Agreed</b> | 11 <sup>th</sup> February 2015   |

## MAIN DUTIES

### To be responsible for:

- a) maintaining a caseload of learners, liaising effectively with employers and achieving targets for employer engagement and learner recruitment;
- b) carrying out employer and learner start-up procedures, learner eligibility checks, the initial assessment and induction of learners – completing required documentation accurately and on time;
- c) devising individual action plans in response to the initial assessment of the needs of learners;
- d) preparing schemes of work for Health and Social Care – including objectives, content, pace, location(s), assessments methods – paying due regard to relevant constraints (e.g. syllabus requirements, funding income, overall costs);
- e) instructing, supervising and supporting learners in the acquisition and application of knowledge and skills related to the Health and Social Care profession – including appropriate structures, processes and theoretical underpinning;
- f) planning and delivering learning activities that provide reinforcement, consolidation and support for the development of knowledge and skills related to the Health and Social Care profession – integrating all aspects of the Health and Social Care programme;
- g) ensuring that learners establish positive and confident attitudes towards their own learning – including enhancing their motivation and interest, increasing their capacity for independent learning and supporting their general intellectual development;
- h) supporting the progress of learners and providing them with feedback – including marking assignments/projects/tests, administering tests and completing on time all records (learner, programme, College) associated with the internal and external verification process;
- i) planning and undertaking the regular assessment of learners to national standards, recording assessment decisions in accordance with Awarding Body requirements – including visiting and assessing learners in the workplace and carrying out the internal verification process as an Internal Verifier;
- j) assisting with the co-ordination of Health and Social Care programmes;
- k) participating in reviews of the effectiveness of teaching, learning and assessment in Health and Social Care programmes;

- l) providing the required organisational and administrative support for courses/programmes – including the enrolment and admission of learners, the maintenance of all learners and course/ programme records, the management of particular learning areas and/or resources, and participation in the College’s parents/consultation evenings and its marketing and publicity events;
- m) being a proactive and effective member of the curriculum team, assisting with its general organisation and development;
- n) assisting with the maintenance of learner discipline;
- o) assisting with the organisation of materials/resources related to Health and Social Care;
- p) using those I.T packages and systems available for the rapid and efficient completion of job tasks;
- q) safeguarding and promoting the welfare of children, young people and vulnerable adults;
- r) ensuring that safe working practices are adopted in compliance with relevant health and safety regulations;
- s) demonstrating commitment to the principles of equality of opportunity and treatment, and complying with the requirements of relevant equal opportunities legislation;
- t) assisting in carrying out quality assurance procedures;
- u) attending and contributing to appropriate team meetings in order to enhance co-operative working relationships and standards of service delivery;
- v) participating in performance management procedures and undertaking staff training;
- w) attending mandatory staff briefings;
- x) undertaking such other duties commensurate with the grade of the post as may reasonably be required;

## Person Specification

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| Attributes                  | Essential  | Desirable   |
|-----------------------------|--|---|
| <b>Qualifications</b>       | <ul style="list-style-type: none"> <li>NVQ Level 3 Health and Social Care or equivalent</li> <li>assessor qualifications (e.g. A1 or D32/33) – or the willingness to achieve them</li> <li>at least 4 GCSE passes at Grade C or above (or equivalent)</li> </ul>   | <ul style="list-style-type: none"> <li>NVQ Level 4</li> <li>a recognised teaching qualification</li> <li>V1 Verifier Award</li> </ul>   |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>of significant, recent and relevant employment within Nursing or the Care sector</li> <li>of recent experience of assessing and/or verifying a range of Health and Social Care programmes</li> <li>of work-based training programmes in Health and Social Care</li> <li>of achievement of personal/team targets within a demanding work environment</li> </ul>  | <ul style="list-style-type: none"> <li>of initial assessment processes</li> <li>of using dedicated software for monitoring success rates (e.g. ProAchieve, Maytas)</li> <li>of course planning</li> <li>of employment in a supervisory/management post</li> </ul> |
| <b>Skills and abilities</b> | <ul style="list-style-type: none"> <li>to develop effective professional relationships with colleagues, learners and employers</li> <li>to communicate clearly, concisely and effectively (both orally and in writing)</li> <li>to identify the learning needs of individual learners</li> <li>to use IT applications/packages/systems effectively</li> <li>to motivate and encourage learners in such a way that their learning needs are met and their learning aims are achieved</li> <li>to undertake key administrative tasks (including the maintenance of up to date, accurate and accessible records)</li> <li>to work on own initiative, prioritising,</li> </ul> | <ul style="list-style-type: none"> <li>to plan and implement learning activities which are imaginative and innovative</li> </ul>  |

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|                                    | <p>planning and organising own workload with a minimum of supervision</p> <ul style="list-style-type: none"> <li>• to coach/mentor young adults of mixed abilities</li> <li>• to improvise intelligently (“think on your feet”)</li> <li>• to achieve a range of personal/team targets on time within a demanding work environment</li> </ul>  |   |
| <b>Knowledge and understanding</b> | <ul style="list-style-type: none"> <li>• of current vocational practices within Health and Social Care</li> <li>• of the qualifications framework for Health and Social Care</li> <li>• of the knowledge and skills related to employment in Health and Social Care</li> <li>• of equal opportunities issues in teaching and learning</li> <li>• of safeguarding and promoting the welfare of children, young people and vulnerable adults</li> <li>• of health and safety regulations and safe working practices</li> </ul> | <ul style="list-style-type: none"> <li>• of Basic Skills assessment</li> <li>• of current developments affecting post-16 education and training</li> <li>• of liaising with external organisations</li> <li>• of MLP requirements/data</li> </ul> |
| <b>Personal qualities</b>          | <ul style="list-style-type: none"> <li>• a distinct and credible personal presence</li> <li>• a commitment to innovation and continuous improvement</li> <li>• enthusiasm, reliability, good judgement and patience</li> <li>• a readiness to work flexibly in a changing and challenging environment</li> </ul>   | <ul style="list-style-type: none"> <li>• a willingness to work outside normal hours, including occasional weekend work</li> </ul>   |
| <b>Other requirements</b>          | <ul style="list-style-type: none"> <li>• demonstrable occupational competence in the Health and Social Care area</li> <li>• full UK driving licence and access to a vehicle for business use (or access to equivalent mobility)</li> </ul>   |   |