

Post Title	Bank Distance Learning Assessor (Counselling)
Location	Craven College, Skipton (Multi-Site)
Rate of pay	Part-time Assessor rate
Hours	Variable (dependant on caseload)
Responsible to	Head of Adult Education
Special Conditions	A full DBS Certificate via the Disclosure and Barring Service will be required
Post No.	BANK37

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

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

MAIN JOB PURPOSE

To assess and moderate learners undertaking qualifications via distance learning, monitoring their progress and providing support as needed. Face to face delivery may be required.

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 manage a caseload of learners as determined by the Head of Department.
- To contribute to the initial assessment process
- To support and formally assess learners undertaking qualifications, using an electronic platform. Some flexibility will be needed to accommodate learner commitments;
- Remote teaching may be required, dependent on delivery model;
- To provide the learner with timely and constructive feedback on progress, identifying opportunities for development;
- To contribute to the College's internal quality assurance processes, supporting other assessors as required;
- To carry out administrative and recording tasks relating to your course(s) in line with Quality Assurance procedures, self-assessment, and awarding body requirements and to maintain necessary records and documentation;
- To be responsible for updating subject specialism including continuing professional development and keeping abreast of new developments in the sector;
- To be proactive in raising standards on the qualifications delivered in relation to learner success and customer satisfaction;
- To attend mandatory team meetings and staff development as requested by your Line Manager and to be an effective team member;
- To liaise effectively with management and staff across the College;
- To participate in the College's appraisal scheme in line with College Policy;
- You will be expected to be fully conversant with and implement the College's range of equality and diversity and safeguarding 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;
- Any other duties commensurate with grade and status as may reasonably be requested

PERSON SPECIFICATION

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

ESSENTIAL REQUIREMENTS

- Subject qualifications to minimum level 3 or equivalent and relevant vocational experience in the subject specialist area.
- Assessor qualification
- IQA Qualification
- Minimum level 3 Teaching/training qualifications or currently working towards
- Level 2 or equivalent qualification in Maths and English.
- An excellent current working knowledge of the subject area.
- Excellent current knowledge and experience of assessor/IQA practices
- 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.
- Ability to achieve high standards working under pressure and with minimum supervision.
- Excellent interpersonal skills.

DESIRABLE REQUIREMENTS

- Experience of using an e-portfolio
 - Degree-level qualification/and or highly qualified in the appropriate subject area.
 - Previous experience of teaching ideally in the Further Education sector and/or community delivery.
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