



## DESCRIPTION OF POST

<b>Job title:</b>	<b>Flexible distance learning assessor (various subjects)</b>
<b>Conditions of Service:</b>	LBR Adult Ed Teaching & Educational Management Staff
<b>Hours:</b>	Part time hours; variable depending on candidate caseload Hours to be worked are not set by the organisation; the employee will plan workload according to allocated caseload providing assessment are completed timely and performance is satisfactory
<b>Scale:</b>	Academic Scale: 2-7 (non-teaching) depending on qualifications and experience and duties
<b>Directly responsible to:</b>	Assistant Principal, Adult Skills

### A. Overall Purpose of Job

1. To act as assessor to flexible learning candidates providing effective online support through the quality of written feedback on assessments.
2. To provide online induction for candidates and online reviews as needed to effectively support candidates
3. To monitor learner progress and support their timely, successful achievement

### B. Main duties and responsibilities

4. To provide IAG, initial assessment and induction online for candidates
5. To use approved learning and assessment materials to support the learner to meet the qualification requirements
6. To adapt online materials and assessment for learners with additional needs liaising with the Learning Support Adviser if required
7. To develop, agree, review and update assessment plans with learners
8. To assess evidence against the standards set out in the qualification specification
9. To provide regular on-going support through remote reviews
10. To follow Institute IT protocols and ensure safe remote learning
11. To provide detailed, high quality written and timely feedback to candidates submitting assessments using the online platform
12. To support the development of English and maths skills where candidates require this ensuring all spelling, punctuation and grammar is accurate.
13. To complete and update assessment records in accordance with internal and external quality standards as set by the awarding body and the Institute Quality Improvement Framework ensuring these are accurate and up to date
14. To report on candidate progress to Curriculum Manager
15. To liaise with Curriculum administrators as required
16. To follow agreed complaints and appeals procedures if candidates disagree with your assessment decisions
17. To liaise with the IQA and other assessors attending standardisation meetings as required
18. To seek the advice and support of the IQA should clarification of evidence requirements be needed or there are areas of concern
19. To cease contact with learners on successful candidate completion or withdrawal
20. To hold all information about the Institute's business and learners, including learner lists, prospective list, marketing material confidentially and, on leaving the post will return the same to the Institute and confirm destruction of soft or hard copies.

### C. General Duties

21. To participate in performance review and continuous professional development (CPD) developing required knowledge, understanding and skills to deliver responsibilities effectively
22. To positively promote the Institute in all contact and communication with the public and learners
23. To follow all Institute policies and procedures
24. To undertake any other duties as may be reasonably requested commensurate to the level of experience and responsibility expected including supporting other teams at peak times



**Person Specification: Flexible Learning Assessor**

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education and Training</b>  Formal qualifications and relevant training	<ol style="list-style-type: none"> <li>1. Degree or professional qualification/subject specialist qualification at level 3 or 4</li> <li>2. Either unit A1 Assessor award or D32/D33 units</li> <li>3. A recognised teaching qualification (e.g. Cert Ed, DTTLs)</li> <li>4. Maths and English at Grade A*-C or equivalent</li> </ol>	<ol style="list-style-type: none"> <li>1. Additional qualification in subject specialist area</li> <li>2. Safeguarding and Prevent Duty</li> <li>3. Equality &amp; Diversity training</li> <li>4. E-Safety training</li> </ol>
<b>Experience</b>  Ability to undertake duties of the post	<ol style="list-style-type: none"> <li>1. Experience of working in the sector applied for</li> <li>2. Evidence of successful experience in competence based assessment procedures</li> <li>3. Excellent knowledge of IT applications and E-Safety</li> <li>4. Experience of completing assessments</li> </ol>	<ol style="list-style-type: none"> <li>1. Recent experience of working within the specialist area</li> <li>2. Experience of online assessment</li> <li>3. Experience of OFSTED inspection and matrix assessments</li> </ol>
<b>Skills and Knowledge</b>	<ol style="list-style-type: none"> <li>1. Knowledge of the subject specialist area applied for and techniques that support people best</li> <li>2. Understanding of equalities, safeguarding, counter terrorism, health &amp; safety and DDA legislation</li> <li>3. Understanding of the matrix quality standards and OFSTED Common Inspection Framework and other quality assurance and improvement frameworks</li> <li>4. Excellent organisational and planning skills.</li> <li>5. ICT skills and using technology to support on line learning and assessment</li> <li>6. Knowledge and awareness of personal responsibilities in the areas of risk management and health, safety and welfare, both in terms of self and others</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of Accreditation schemes</li> <li>2. Coaching skills</li> <li>3. Knowledge of the current local and national priorities in post 16 learning</li> <li>4. Understanding of the Professional Standards for Teachers</li> </ol>
<b>Personal Qualities</b>	<ol style="list-style-type: none"> <li>1. High level communication skills both oral and written</li> <li>2. Positive, energetic and proactive approach</li> <li>3. Motivated to work independently and remotely</li> <li>4. Highly organised and with the ability to prioritise workload and meet deadlines</li> <li>5. Attention to detail</li> <li>6. Reliable with a flexible approach to working hours able to meet the needs and requirements of learners</li> <li>7. Reflective practitioner able to develop own skills and seek advice from a variety of sources</li> <li>8. Ensures an appropriate level of confidentiality in processes</li> <li>9. Committed to developing the success and wellbeing of others</li> </ol>	