

# JOB DESCRIPTION



<b>POST:</b>	Assessor (Engineering)
<b>GRADE:</b>	Assessor Grade
<b>RESPONSIBLE TO:</b>	Head of Department/Programme Manager
<b>RESPONSIBLE FOR:</b>	To take responsibility for and co-ordinate off site assessment in the assigned subject areas in various settings across the county.

## MAIN DUTIES

1. Establish and co-ordinate student placements (in the allocated subject area), maintaining close liaison with employers and relevant Associations.
2. Ensure all tracking, monitoring and Quality procedures are completed in accordance with guidelines laid down by the Head of Department, enabling records of student progress to be kept, and be accessible on demand.
3. Provide all data relating to assessment for the Head of Department/Programme Manager, as required.
4. Ensure that appropriate assignments, tasks and activities are regularly assessed, and that feedback is given to candidates in ways which will allow them to develop and achieve progression. This will involve undertaking student assessments and marking essential knowledge questions in support of the assessments for students (e.g. NVQ Assessments) on College, and Employers' premises
5. To take full staff responsibility for groups of students and for assessing them in areas identified in provided schemes of work and lesson plans.
6. To attend and participate in team meetings.
7. Contribute to the SAR process as a member of the teaching team and support identified Quality Improvement Plans.
8. To provide cover for absent assessors as required

9. To support College Open/Parents evenings if required.
10. To participate in the College's Appraisal Scheme and undertake any professional development as identified with your line manager.
11. To adhere to the College Health and Safety and Equal Opportunities policies and comply with all relevant legislation.
12. To undertake such other duties as may be reasonably required by the Principal.

## SAFEGUARDING AND PROMOTING WELFARE OF CHILDREN

All work in the College involves some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Fareham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post holder must be aware of the College's policies which safeguard and promote the welfare of children, and adhere to their guidelines.

## CONDITIONS OF SERVICE

The Conditions of Service, which apply to this Post and other detailed information, is available from the Human Resources Department.

This job description is not exhaustive but outlines the main features of the post. It may vary as the post evolves without affecting the nature of the duties and the responsibility level. In consultation with you, it is liable to variation.

## PERSON SPECIFICATION



<b>POST:</b>	Assessor (various subject areas)		
<b>NO.</b>	<b>CRITERIA</b>	<b>ESSENTIAL/DESIRABLE</b>	<b>HOW ASSESSED</b>

## QUALIFICATIONS

1	Structured period of practical training within the specialist area and a minimum of 3 years experience in the relevant specialist field within engineering	Essential	Application Form & Certificates
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2	Appropriate professional qualification. (NVQ level 3 or equivalent)	Essential	Application Form & Certificates
3	A1/V1 Assessor/Verifier Awards or be prepared to gain this	Essential	Application Form & Certificates

## EXPERIENCE & KNOWLEDGE

1	Understanding of different teaching methods and strategies to support effective student learning (e.g. use of ILT)	Essential	Application Form & Interview
2	Understanding of safety requirements in a work based learning environment/classroom environment.	Essential	Application Form & Interview

## SKILLS & COMPETENCIES

1	Ability to work unsupervised and under own initiative	Essential	Application Form & Interview
2	The flexibility to constantly cope with new challenges and change.	Desirable	Application Form & Interview

## PERSONAL QUALITIES

1	Willingness to work as a member of a team.	Desirable	Application Form & Interview
2	Commitment to personal professional development	Desirable	Application Form & Interview

## OTHER

1	Demonstrable commitment to safeguarding and promoting the welfare of children		Application Form & Interview
2	Commitment to developing the full potential of our students which means maximising their opportunities regardless of differences in race, religion, beliefs, sex, ability, age, marital status or sexual orientation.		Application Form & Interview

**FOR SIGNATURE BY APPOINTED EMPLOYEE:**

**I hereby confirm my agreement to the job description for my role as set out above**

**Print Name:**

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**Date:**

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**Signature:**

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