**Title: Associate Assessor in Hospitality**

**Reporting to: Learning Manager**

**Responsible to: Learning Manager**

**Grade: 6**

**Contract Status: Permanent position**

**Hours of work: Flexible**

**Date: November 2019**

##### **Role Summary**

##### The post holder’s primary responsibility will be working closely with employers, students and the teaching team to ensure the delivery of apprenticeship assessment requirements and other related qualifications are met through high quality teaching, learning, assessment and tutorial support. To ensure that all candidates and apprentices meet the national standards and achieve learning aims within an agreed time period by means of support, training assessment/verification. To maintain effective lines of communication with all stakeholders.

##### **Key Responsibilities:**

* Assess on courses as agreed with Learning Manager ranging from level 1 – 3
* Ensure students are correctly enrolled with the College and awarding body
* Maintain and coordinate course records and collate schemes of work, lesson plans and assessment plans
* Achieving timely completion of learners programme of study in relation to their Individual Learning Plan and determined end dates
* To carry out regular assessment / verification activities in accordance with Awarding Bodies assessment guidance and strategies, maintaining City College Southampton quality standards
* To work closely with students, providing support, guidance and effective timely feedback
* Monitoring and supporting students through their identified programme/s of study

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| * Monitoring and reporting student progress and achievement and providing support to students at risk on non-completion at the earliest stage
* To review own practice periodically in association with your line manager and IQA process and development
* Agree and plan assessment activities outside the observation process
* Identifying student requirements for additional learning support and referring them when appropriate
* Plan and prioritise own work
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| * Participate in promotional events and activities
* Attend and contribute to Team/Standardisation meetings, Awarding Body visits, internal and external audits as required
* Participate in the college appraisal process as appropriate
* Comply with the College’s Equality and Diversity, Health and Safety, Safeguarding and Quality Improvement policies and their recommendations
* Carry out operational duties as required and commensurate with the position
* Promote and safeguarding the welfare of children and young persons
* Maintain an up to date knowledge of developments in business
* Use all available resources efficiently and effectively and in line with environmentally sustainable practices
* Attend and contribute to team meetings and training days and curriculum development and college observation scheme
* To present the college in the best light at all times and ensure that all areas of personal activity comply with standards laid down by the college and relevant outside agencies.
* To carry out other duties as may reasonably be required.
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**NOTE:**

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document not a set of conditions of service and it can be reviewed at any time in light of the needs of City College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

This job description is correct at November 2019. It will be updated in consultation with the post holder as circumstances change.

**PERSON SPECIFICATION: Vocational Assessor *and Teacher - Business***

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| **Criteria** | **Essential**  | **Desirable** |
| **Qualifications** |  |
| Teaching and occupational/professional Qualifications | √ |  |
| D32 and D33 Assessor Awards  | √ |  |
| D34 Internal Verifier Awards |  | √ |
| GCSE English and Maths A – C (or equivalent) | √ |  |
| **Experience** |  |
| Working with young people |  | √ |
| Assessing NVQ’s in the workplace  | √ |  |
| Portfolio building | √ |  |
| Occupationally Competent  | √ |  |
| Working with employers |  | √ |
| Internal verification  |  | √ |
| **Skills and Competencies** |  |
| Excellent interpersonal and communication skills | √ |  |
| Good IT skills | √ |  |
| Ability to maintain accurate assessment records | √ |  |
| Good time management | √ |  |
| **Knowledge/Awareness** |  |
| Apprenticeship frameworks  | √ |  |
| National Vocational Qualifications  | √ |  |
| Functional Areas | √ |  |
| The further education sector  |  | √ |
| Government funded training  |  | √ |
| Awarding body requirements  |  | √ |
| **Attributes/attitudes** |  |
| Able to motivate others particularly young people  | √ |  |
| Able to work under pressure to meet strict deadlines and targets  | √ |  |
| Must be a team player | √ |  |
| Full driving licence and use of own car | √ |  |
| Flexible approach to work  | √ |  |

\*Essential or Desirable