

**Job Description**

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| Job Title: | Assessor |
| Reporting to: | Course Lead |
| Responsible for: | N/A |
| Grade: |  |

**Purpose of role:**

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| Responsible for assessing and supporting learners through their qualifications, ensuring they meet the required standards and progress successfully. Working closely with delivery and quality teams to ensure an outstanding learner experience and achievement. |

**Main Duties:**

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| * Conduct assessments in line with awarding body requirements * Provide constructive feedback and support to learners * Complete observations in the workplace * Complete learner reviews * Maintain accurate records of learner progress * Attend standardisation meetings as required * Ensure compliance with internal and external quality assurance standards |

**Mandatory Duties:**

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| * Commitment to promoting Equal Opportunities * Commitment to the safeguarding and welfare of SS&L learners and staff |

**Person Specification:**

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| 1. Key Competencies | |
| * Knowledge of regulatory requirements * Effective communication skills * Analytical and critical thinking skills * Attention to detail * Up to date subject and best practice knowledge in area of specialism | |
| 2. Work Experience | |
| Essential | Desirable |
| * Relevant occupational competence in your specialist area * Experience in assessing qualifications from Level 1 to Level 5 | * Experience with e-portfolio system |
| 3. Qualifications & Skills | |
| Essential | Desirable |
| * Assessor qualification (TAQA, A1, D32/D33) | * IQA qualification |
| 4. Personal Qualities and Other | |
| Essential | Desirable |
| * Strong communication and organisational skills * Ability to manage your own caseload effectively * Good use of IT skills * Self-motivated and well organised * Team player * Have your own car with business use included on your policy and be able to travel across Somerset | * Flexibility to work across different sectors |