**Assessor Coach: Health Sciences and Social Care (22.2hrs per week)**

**Department of Childcare, Education, Health Sciences and Social Care**

**Ref: VBSS20.47**

**1. The Appointment**

This is a great opportunity for a dynamic, professional individual qualified in an appropriate discipline to join a forward thinking college to develop and assess on our new Pathway to Care programme for young people wishing to gain employment within the Health and Social Care sector.

You will be part of the team that works within the Directorate of Health, Education and Creative Industries.

The ideal candidate will be required to provide high quality learning and assessing, across a range of subject areas within the Pathway to Care, to individuals and groups of learners.

You will need to have:

* Appropriate vocational experience and hold a minimum qualification of Level 3 in Health and Social Care
* Experience of working in the care sector
* D32, D33/A1/TAQA Vocational Assessor and D34/V1/TAQA Internal Verifier qualifications
* Have the ability to work with learners of all ages in various learning environments
* Be flexible, innovative and possess excellent communication skills

You will be a highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess strong presentation and communication skills and be able to demonstrate achievement of targets

You will be a role model for college learners and will work to the classroom professional standards.

There will be the opportunity to contribute pro-actively to the Directorate in promoting a positive learning experience for all our learners.

The role will require you to embed the college’s values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

**2. The Post**

* 1. **Main Duties and Responsibilities**

1. Under the direction of the Head of Department, co-ordinate, design, deliver and develop a high standard of training and underpinning knowledge programmes to groups and individuals
2. To develop best practice in learning, teaching and assessment ensuring standardisation and a high quality learning experience.
3. To assess learners’ competence, knowledge and understanding and internally verify the assessment process according to established guidelines.
4. To design, develop and monitor resources for learners use.
5. To act as personal assessor to individuals and groups of learners. Provide learners with accurate feedback to enable their successful and timely progression.
6. To promote and monitor the attendance, retention and achievement of learners
7. To implement quality procedures, contribute to evaluative quality assurance reviews and the self-assessment process.
8. To complete documentation, appropriate records of learner performance and administration associated with role and responsibilities.
9. To contribute to the internal and external quality assurance procedures in line with Awarding Body and college requirements
10. To implement quality procedures, contributing to thorough, evaluative programme reviews which feed into the self-assessment process.
11. To maintain appropriate standards of learner behaviour in accordance with college policies.
12. To implement the college’s mathematics and English Policy.
13. To take responsibility for continuous professional development as appropriate and directed.
14. Provide initial advice and guidance, including interviewing potential learners and offering APL guidance where relevant.
15. To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning in your area.
16. To attend and contribute to relevant meetings within the school of learning and college.
17. To participate in college open events and activities.

**2.2 Other Responsibilities**

a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity and Health & Safety policies and procedures and attend training as requested.

b) To comply with the college’s own safeguarding policy and practices and attend training as requested.

c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.

d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.

e) To present and promote an appropriate public image in representing the college.

f) To undertake any other duties as may reasonably be required commensurate with the post.

**3. Skills, Qualities & Knowledge**

|  | Essential | Desirable |
| --- | --- | --- |
| Qualifications: |  |  |
| Minimum of a level 3 qualification within relevant vocational sector | ✓ |  |
| Certificate in Teaching in the Lifelong Learning Sector (CTLLs) or equivalent - Level 4 teaching qualification |  | ✓ |
| Vocational assessor qualifications -D32/33 with update, A1 or TAQA - Award in Understanding the Principles and Practice of Assessment Level 3 | ✓ |  |
| Internal verifier qualifications - D34/V1D34 with update, V1 or TAQA - Award and Certificate in the Internal Quality Assurance of Assessment Processes and Practice |  | ✓ |
| English/Maths to at least level 2 | ✓ |  |
| IT qualification |  | ✓ |
| Hold a full clean driving licence | ✓ |  |
| Experience |  |  |
| Current experience of assessing learning in an educational sector. | ✓ |  |
| Evidence of delivering high quality and effective learning experience to groups and individuals | ✓ |  |
| Evidence that you are able to apply effective approaches to teaching to more than one level and target audience. | ✓ |  |
| Recent relevant experience of working within an appropriate vocational environment. | 🗸 |  |
| IT experience | ✓ |  |
| Ability to plan, execute and evaluate activities. | 🗸 |  |
| Identify, interpret and apply knowledge and information. | 🗸 |  |
| Ability to build positive relationships. | 🗸 |  |
| Self managing/reflective | 🗸 |  |
| Understanding of the changing sector requirements. |  | 🗸 |
| Skills /Knowledge |  |  |
| Demonstrate extensive range of knowledge, understanding and application of curriculum development, innovation and delivery strategies | ✓ |  |
| Demonstrate suitability to work with children and vulnerable  adults including knowledge/understanding of safeguarding | ✓ |  |
| Excellent communication and interpersonal skills | ✓ |  |
| Knowledge of current relevant initiatives within FE, resource management and the vocational area of responsibility | ✓ |  |
| Evidence of understanding of differences between assessment and evaluation | ✓ |  |
| Good time management skills | ✓ |  |
| Qualities/Approach linked to college values |  |  |
| Demonstrate a positive approach to equality and diversity and customer service | ✓ |  |
| Demonstrate an ability to take responsibility for own and others Health and Safety at work | ✓ |  |
| Demonstrate a commitment to safeguarding and promoting student welfare | ✓ |  |
| Excellent communication skills | ✓ |  |
| Flexible and professional approach | ✓ |  |
| Ability to work as part of a team to achieve common objectives | ✓ |  |
| Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures, challenge processes that don’t work for customers | ✓ |  |
| Act as an effective professional ambassador of the college | ✓ |  |

**4. Position within the College**

The post-holder will be part of the department of Childcare, Education, Health Sciences and Social Care and will report directly to the Head of Department.

**5. Terms & Conditions**

1. The post is offered on a Vision Business Support Services Business Support contract and is subject to those terms and conditions.
2. The salary will be £26,390 per annum (pro rata for part time)

1. You will be required to work 22.2 hours per week on a flexible basis.
2. Other terms and conditions to be outlined in line with your contract of employment.
3. The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

**6. The Application**

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5pm** on **Thursday 17th September 2020.**

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

**THE COLLEGE PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.**

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all subject to DBS check. The successful candidate will be required to pay for the DBS check themselves, the cost will automatically be deducted from their first salary payment. This is currently £44.**

**It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.**