



## **JOB DESCRIPTION**

<b>Job Title</b>	<b>Assessor</b>
<b>Grade:</b>	<b>Scale 6</b>
<b>Reporting to:</b>	<b>Co-ordinator</b>

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### **Purpose of the job**

- Develop and deliver work based training and assessment programmes within area of expertise.
- Generate new local/ regional business relationships to increase work based learning activities and to maintain own caseload.
- The post holder will work under the direction of the coordinator for the area of expertise.

### **Key Duties & Responsibilities**

- To promote and deliver the College vision, values and corporate behaviours.
- Promote positive professional relationships with customers including staff and learners.
- Promote the College strategic plan and its values and be a driver of change and enterprise.
- To be proud of Coleg y Cymoedd and play an active role in a “One College” culture focused on making the valleys stronger through excellent education, skills and training.
- To be proactive, adaptable and flexible to respond to the needs of the business and changing markets to be successful.
- Develop, deliver and assess work based learning activities in line with personal competencies.
- Undertake health and safety pre-placement audits and on-going monitoring of health and safety in the workplace.
- Participate in recruitment, initial assessment and induction processes.
- Monitor learner progress and performance to ensure targets within ILPs are met.
- Ensure the cross cutting themes e.g. ESDGC, ESWs, Welsh are incorporated into delivery and assessment processes.
- Participate in the internal verification process within area of expertise.
- Ensure learners are registered for appropriate qualifications and complete their qualifications within allocated timeframes.
- Participate in the college quality framework to ensure the highest standards are achieved and maintained for training and assessment.
- Complete all appropriate documentation in relation to the work based learning contract, within timescales and to comply with audit requirements.
- Liaise with college staff to maintain learners’ progress and targets in relation to apprenticeship frameworks.
- Market the programmes to employers, potential learners and external agencies.
- Produce accurate and timely information to the area Coordinator regarding targets and performance.

- Support the area Coordinator in ensuring that the targets for Key Performance Indicators are achieved.
- Assist the area Coordinator to produce self-assessment reports.
- Support the Head of School to develop strategies to maintain a strong identity both internally and externally to the College.
- Comply with HR policies, procedures and practices.
- Comply with Health and Safety policies, procedures and practices.
- Comply with Financial Regulations & Procedures

**Additional Activity**

- Actively comply with the College Equality of Opportunity Policy.
- Participate in and contribute to the College Performance Management and Review process.
- Attend staff meetings and learning and development as required.

All staff employed at Coleg y Cymoedd will have responsibility for the safeguarding and for the promoting the welfare of students.

Undertake such other duties as may be reasonably required by the College, either at your principal place of work or other College premises, commensurate with the grade and responsibilities of the post

**Agreed by Post Holder:**

**Date:**

**It is recognised that duties and responsibilities of all posts may change from time to time and job descriptions may be amended in consultation with the post holder to reflect those changes which are commensurate with the grade and responsibilities of the post.**