

**INTERNAL/EXTERNAL POST: HEALTH AND SOCIAL CARE ASSESSOR**  
**Do not include a CV. Please complete all parts of the application form and return it to**  
**jobs@cymoedd.ac.uk**

<b>COMPANY</b>	<b>COLEG Y CYMOEDD</b>	<b>ADVERTISING DATE</b>	<b>18/11/2021</b>
<b>JOB ROLE</b>	<b>HEALTH AND SOCIAL CARE ASSESSOR</b>	<b>HOURS/DURATION</b>	<b>37 HOURS PER WEEK FULL-TIME/PERMANENT</b>
<b>SALARY</b>	<b>SCALE 6 £27,492.00 - £29,352.00</b>	<b>LOCATION</b>	<b>YSTRAD MYNACH CAMPUS (BUT MAY BE REQUIRED TO WORK AT OUR ABERDARE, NANTGARW AND RHONDDA)</b>
<b>CLOSING DATE</b>	<b>25/11/2021 (APPLICATIONS RECEIVED AFTER 12 O’CLOCK MIDDAY WILL NOT BE CONSIDERED)</b>	<b>INTERVIEW DATE</b>	<b>10/12/2021</b>

This is a great opportunity to work for a well-established company that values your contribution, supports your personal development and challenges you to do your absolute best for our learners.

**THE POSITION**

We have an exciting opportunity for a Health and Social Care Assessor to join our Work Based Learning team. Based at our Ystrad Mynach campus. The successful candidate will join us on a permanent and full-time basis and will receive a number of benefits and a competitive salary depending on qualifications experience.

**THE COMPANY**

It is a very exciting time for Coleg y Cymoedd – outcomes for learners have improved significantly, with examples of sector leading practice in some schools, and both academic and vocational programmes achieving outcomes in line with national comparators. We have made a significant investment in the estate, which includes two new campuses at Aberdare and Nantgarw, and a number of industry specific centres of excellence, supported by a range of high-profile employers.

**KEY 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

#### **WHAT WE OFFER**

The college offers a range of wellbeing and work-life balance benefits to recognise and reward the essential contribution our staff make to our success and growth. To name but a few, you will have access to:

- Final salary pension schemes
- Free on-site parking on all our campuses
- Discounted leisure membership
- Employee Assistance Programme (EAP)
- Generous annual leave entitlement
- Family friendly policies
- Access to free Wi-Fi and Microsoft Office 365
- Staff recognition awards
- Opportunities for development

#### **WHY YOU SHOULD APPLY**

- Competitive salary
- Industry specific centres of excellence
- Award winning college and team
- Very competitive benefits package
- Excellent opportunities for growth and development

#### **RECRUITMENT SCHEDULE**

The closing date for applications is: **25/11/2021 at 12 o'clock Midday** (shortlisted candidates to be advised on 02/12/2021. **If you do not hear from the college by 02/12/2021 you should assume that your application has been unsuccessful on this occasion.**

**The interview will take place on: 10/12/2021**

**If you are shortlisted and would like the interview to be conducted in Welsh, please contact [jobs@cymoedd.ac.uk](mailto:jobs@cymoedd.ac.uk)**

**Please note: The college would normally obtain references before applicants are invited to interview.**

#### **HOW TO APPLY**

Please complete all parts of the application form and return it to **[jobs@cymoedd.ac.uk](mailto:jobs@cymoedd.ac.uk)**

Please ensure you use the **Job Description** and **Person Specification** to explain how your skills, experience and attributes make you suitable for the post. A full employment history is required, including details of any gaps in employment. **Please do not include a CV.**

If you wish to the post the application instead, please send to:

**The Human Resources Department,  
Coleg y Cymoedd,  
Rhondda Campus,  
Llwynypia,  
Tonypany,  
RCT,  
CF40 2TQ**

For an informal discussion about this post please contact the Head of School Tracy Hall on 07766 521 707 or email [tracy.hall@cymoedd.ac.uk](mailto:tracy.hall@cymoedd.ac.uk) to arrange a mutually convenient time for both.

For more information on the college take a look at our [Website](#), [Facebook](#), [Twitter](#), [Instagram](#) and [LinkedIn](#).

#### **RIGHT TO WORK IN THE UK**

Section 8 of the Asylum and Immigration Act 2008 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents the employee from taking up employment. If you are invited to attend an interview you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

#### **DATA PROTECTION**

Any data about you will be held securely, with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form you are giving consent to the processing of your data.

#### **CRIMINAL CONVICTIONS**

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice this means that all applicants must inform the college of any spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. A list 99 check is also obtained on anyone who will be working with or coming into contact with learners and must be received by the college before employment can commence.

#### **EQUALITY AND DIVERSITY**

We recognise the benefits of a diverse workforce – we consider ourselves to be an employer of choice and are committed to eradicating discrimination in the workplace.

#### **SPECIAL REQUIREMENTS**

If you require reasonable adjustments prior to your interview, please contact [jobs@cymoedd.ac.uk](mailto:jobs@cymoedd.ac.uk)