

## **JOB DESCRIPTION**

**Job Title**                      **Assessor**

**Grade:**                         **Scale 6**

**Reporting to: ESF Coordinator**

---

### **Purpose of the job**

- Supporting individuals through their TAQA qualification
- 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 ESF Coordinator

### **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.
- Participate in recruitment, initial assessment and induction processes.
- Monitor learner progress and performance to ensure targets are met.
- 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 ESF Upskilling@Work SO1/SO2 Projects, within timescales and to comply with audit requirements.
- Market the programmes to employers, potential learners and external agencies.

- Produce accurate and timely information to the ESF Coordinator regarding targets and performance.
- Support the ESF Coordinator in ensuring that the targets for Key Performance Indicators are achieved.
- Assist the ESF Coordinator to produce self-assessment reports.
- Support the Business Development Manager 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.**

**This post is supported by the European Social Fund through the Welsh Government.**