

INTERNAL/EXTERNAL POST: TAQA ASSESSOR

Do not include a CV. Please complete all parts of the application form and return it to jobs@cymoedd.ac.uk

COMPANY	COLEG Y CYMOEDD	ADVERT LIVE DATE	16/11/2021
JOB ROLE	TAQA ASSESSOR	HOURS/DURATION	37 HOURS PER WEEK FULL-TIME/FIXED-TERM UNTIL 31/07/2022 WITH A VIEW TO EXTEND
SALARY	SCALE 6 £27,492 - £29,352	LOCATION	YSTRAD MYNACH CAMPUS (BUT MAY BE REQUIRED TO WORK AT OUR ABERDARE, NANTGARW & RHONDDA CAMPUS)
CLOSING DATE/TIME	07/12/2021 12:00PM MIDDAY (APPLICATIONS RECIEVED AFTER 12:00PM MIDDAY WILL NOT BE CONSIDERED)	INTERVIEW DATE	TBC JANUARY 2022

If you're self-motivated, enjoy helping others learn and have strong interpersonal skills, then you have what it takes to become an assessor at Coleg y Cymoedd. 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 TAQA Assessor to join our business services team, delivering qualifications funded via ESF Upskilling @ Work projects, as well as supporting with the delivery management qualifications. Based at our Ystrad Mynach Campus, the successful candidate will join us on a full-time, fixed term basis and will receive a number of benefits and a competitive salary.

The ideal candidate will be confident in delivering quality training in leadership and management as well as supporting assessment qualifications and practice. You will be part of a team that is responsive to industry needs, so excellent customer service and external relationships are a key part of the role. Understanding the quality assurance process and the supporting the learning journey is integral to job role.

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.

The BIS department prides itself on employer engagement delivering a wide range of courses from apprenticeships to bespoke courses to meet industry needs. We are a fast paced, ever growing department with the aim to be an employer's first choice for training.

THE LOCATION

Ystrad Mynach is a town in the County Borough of Caerphilly. The campus is approximately 5 miles from Caerphilly town and is approximately 12 miles from Cardiff. The campus is easily accessible by car, bus and train. The nearby Penallta Colliery was the last coal mine in the valley to close. Today, as well as the college, the town houses council offices, a community hospital and a number of schools. Caerphilly County Borough have also invested heavily in a Centre for Sporting Excellence in a bid to create a thriving sporting culture within the region.

KEY RESPONSIBILITIES

- Supporting individuals through their TAQA qualification
- Generate new local/ regional business relationships to increase work-based learning activities and to maintain own caseload.
- Participate in the internal verification process within area of expertise.
- Participate in the college quality framework to ensure the highest standards are achieved and maintained for training and assessment.
- Market the programmes to employers, potential learners and external agencies.

KEY REQUIREMENTS

- Minimum level 3 qualification in Teaching and Learning
- Appropriate Assessor qualification
- Appropriate Verifier qualification or be prepared to work towards them
- Evidence of Continuous Professional Development

- Demonstrated suitability to work with children and vulnerable adults
- Proven track record of working in a relevant industry

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 **Tuesday 7th December 2021 at 12:00PM midday**. **If you do not hear from the college by 17/12/2021, you should assume that your application has been unsuccessful on this occasion.**

If you are shortlisted and would like the interview to be conducted in Welsh, please contact 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**

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 **Nathan Thomas on 07970 760 238.**



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 any reasonable adjustments to enable you to either apply for this post or to participate in the interview process, please contact jobs@cymoedd.ac.uk

