

## LEEDS COLLEGE OF BUILDING

### JOB DESCRIPTION

POST: **ASSESSOR/REVIEWER**

RESPONSIBLE TO: **Curriculum Manager**

RESPONSIBLE FOR: -

#### **Main purpose of post:**

To take day to day responsibility specific modes of study/group(s) of students that require reviewing. Carry out training, assessment, monitoring and reviews for students as required with a given caseload and communicate effectively with other team members.

#### **Responsibilities:**

- 1 To be responsible to the Curriculum Manager for specific modes of study or caseload of students. To support continuous improvement in College standards, for reviews, training and assessment and optimise student retention and achievement.
- 2 To carry out on College and Employer premises high quality 'SMART' reviews, training and assessment with students in line with College procedures and contractual obligations.
3. To carry out training with students utilising mainly pre-prepared learning resources or a limited range of self developed learning materials in line with College procedures. To utilise generic lesson plans and make amendments where necessary to accommodate the needs of specific learners.
- 4 To prepare assessment facilities/ materials and carry out assessment duties meeting the requirements of the Awarding Bodies including assessing work based learning students as required by external bodies and internal procedures and provide feedback and guidance to support their learning/assessment.
- 5 To be responsible for administrative arrangements including recruitment, enrolments and preparing and administering tests.
- 6 To maintain tracking records, registers as appropriate to ensure that students are paced effectively and report absences to employers.
- 7 To prepare, maintain and monitor student tracking records, reviews and reports.
- 8 To prepare and submit reports on students as appropriate to internal and external authorities about their progress, attainment, personal qualities, interests, potential, discipline, etc.
- 9 To contribute to pastoral reviews and welfare systems provided for students and identify students in need of support, and advise or refer as appropriate.
- 10 To oversee the development of workshop practical activities including models and support materials.
- 11 To effectively liaise with other team members including Lecturers and Workshop Facilitators as appropriate.
- 12 To maintain accurate and up to date records required to deliver College contracts and meet audit compliance requirements.

- 13 To supervise groups of students within the workshop area ensuring safe working practices are used and relevant Health and Safety Regulations are complied with.
- 14 To participate in the monitoring, review and evaluation of courses within the Division in line with the College quality procedures
- 15 To participate in the marketing activities of the College as required.
- 16 To be aware of, promote and abide by the College health and safety procedures and associated policies.
- 17 To actively promote equality & diversity within the College Community ensuring that any issues/ concerns are appropriately addressed.
- 18 To ensure that the College Community is appropriately safeguarded in line with Procedures.
- 19 To proactively implement the College's policies and procedures.
- 20 To undertake work at other sites as necessary.
- 21 To undertake other relevant duties as may reasonably be requested by the Principal.

**Please Note:**

**As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Criminal Records Bureau before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from [www.disclosure.gov.uk](http://www.disclosure.gov.uk)**

**The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.**

<b>Date: February 2014</b>	<b>Signature:</b>
<b>Issue: 1</b>	<b>Ref:jobdesc/Assessor/Reviewer</b>

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### PERSONNEL SPECIFICATION

POST: Assessor / Reviewer

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Relevant industrial experience	Experience of working in a training capacity	Application Form & Interview
EDUCATION & TRAINING	Possession of or willingness to work towards Assessor Qualifications Qualified to HND level or above in a built environment discipline Level 2 Literacy/Numeracy qualification i.e. GCSE (A*-C) in English Language and Maths	Possession of or willingness to work towards Internal Verification or Internal Quality Assurance Qualifications Membership of a built environment professional institution (Eg CIOB, CIAT, CIBSE, ICE, etc) NVQ Level 4 or above in a built environment or engineering discipline	Application Form & Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Knowledge of NVQ's Excellent communication skills Excellent organisational skills Excellent presentation skills Knowledge of developments in the construction industry	Basic Counselling Skills Good IT skills Experience of assessment or quality assurance work using of e-portfolios	Application Form & Interview
ADDITIONAL FACTORS	Self motivation Full driving licence & use of own vehicle Commitment to customer care <i>The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.</i>		Application Form & Interview

*Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.*