



JOB DESCRIPTION

Job Title 19+ Vocational Assessor

Reporting To 19+ Vocational Programmes Co-ordinator/IQA

Job Summary Supporting training and assessment of learners on QCF Qualifications. Agreeing the correct learning programme for each individual learner and maintaining appropriate administrative paperwork. Assessors must also be occupationally competent to assess learners' performance and/or related knowledge in a range of tasks and to ensure that the competence/knowledge demonstrated meets the requirements of the qualification standards.

Job Content Main Duties

1. To carry an appropriate assessing workload as allocated and agreed with the co-ordinator on an individual assessor basis
2. To carry out all aspects of the Assessors role to current assessor standards (TAQA standards) and adhere to requirements of the role as detailed in the Assessor's Handbook.
3. To meet all the aspects of the Awarding organisation requirements and St Vincent College assessment policy.
4. Maintain own continual professional development
5. Ensure the timely achievement of learners through appropriate ongoing monitoring and report any issues with learners to the co-ordinator
6. Complete and submit documentation in a timely manner, as detailed in handbook.
7. Adhere to IQA requests, including the submission of requested portfolio, co-operation with IQA observations (from IQA, Co-ordinator and any other Operational Management Team at St Vincent College) and internal audits.
8. Attend a minimum of 2 team and/or Standardisation meetings a term, (included within hourly rate). If attendance at more than 2 meetings is required, these can be claimed at a meeting rate of £12 an hour, up to a maximum of 3 additional hours per term. (Additional meetings need to be approved in advance with co-ordinator).
9. Submit monthly learner tracking documents and reports in agreed format and monthly pay claims/travel if appropriate.
10. To raise any learner issues and concerns using the concerns form and highlight to co-ordinator
11. Promotion, monitoring and reporting in line with our Safeguarding Policies and procedures for best practice

12. Carry out learner interviews if appropriate, as directed by the co-ordinator. These can be claimed at a rate of £12 an hour, via the casual claims process.

Signature of Job Holder: _____ Date: _____

Please print name: _____

Signature of Assistant Principal: _____ Date: _____

Review

Date	Action	Signature
___/___/2014	No change/Amend	Line Manager _____ Job Holder _____
___/___/2015	No change/Amend	Line Manager _____ Job Holder _____
___/___/2016	No change/Amend	Line Manager _____ Job Holder _____