

Job Description

Post Title:	WBL Assessor/Lecturer
Responsible to:	Academic Manager
Responsible for:	Delivery and Assessment of learners in the workplace Classroom delivery of Administration, Customer Service, team leading and management provision
Location:	Based in Huntingdon Centre with travel to learner workplaces
Hours of Attendance:	Normally 37.5 hours per week. The appointee will be expected to work flexibly to meet the requirements of the post.

Purpose of the Post

To provide delivery, support and assessment for learners in their workplaces. Additionally to support their mentors/employers/supervisors.

To support classroom provision through delivery, assessment and learner support.

Main Areas of Responsibility

Main Responsibilities to include

1. To deliver training, development/IAG to learners in their workplaces
2. QCF/NVQ Assessor for Administration, Customer Service, Leadership and Management, Functional Skills and Basic Skills, Medical Administration
3. Lecture across a range of courses, Bespoke/Contract, including administration, customer service, team leading and management
4. Supporting WBL and on-line learning, contact and visit
5. Assessing and marking evidence, contact and visit
6. Develop teaching materials and Upload materials to the VLE as required
7. Support mentors/supervisors/employers as required
8. Promote The College of Animal Welfare provision
9. Functional Skills and Basic Skills support and portfolio assessment
10. Visit learners in the workplace
11. Attend standardisation and training events as required

Other responsibilities to include

Learner/trainee safety/health & safety

Short courses

Health & Safety at Work

Compiling up to date reports on learner progress

Attending training and standardisation as required

Providing appropriate and effective information, Advice and Guidance

Use of VLE and portfolio (hard copies), e-portfolio

Detailed Tasks

1.0 Supporting Work Based Learning (WBL)

- 1.1 To oversee and support learners in their work places and their mentors/supervisors/employers
- 1.2 To maintain appropriate records including those required by awarding organisations and The College of Animal Welfare.
- 1.3 To maintain individual learner records.
- 1.4 To contact learners and their mentors on a regular basis and to report unusual findings
- 1.5 To participate in the Team meetings – teleconference/face to face.
- 1.6 To maintain all college records.
- 1.7 Attend programme meetings when required.
- 1.8 To produce regular reports for appropriate committees.
- 1.9 Provide Information, Advice and Guidance in accordance with College policy and procedures.

2. QCF Assessor – Lecturer, Business Administration, Customer Service, Team Leading, Management and Functional Skills

- 2.1 Participate in training and retraining in assessment as required by Awarding Organisation and the College.
- 2.2 Agreeing units to be assessed with each learner other than standard unit programmes
- 2.3 Maintaining contact with Internal Verifier (IQA) re learner assessment.
- 2.4 Ensuring that all facilities required for assessment are available and are in a safe condition.
- 2.5 Carry out assessment of learners as laid down in the National Occupational Standards. Visit face to face, Induction, BKSB, Practical Observations in line with College policy.
- 2.6 Maintain learner records.
- 2.7 To hold an assessor award to assess the NVQ and QCF competencies.
- 2.8 To actively participate in the assessment of learners
- 2.9 Judge evidence of competence based on the National Occupational Standards
- 2.10 Complete centre registration forms

3.0 Promoting The College of Animal Welfare and Student Support

- 3.1 Provide portfolio support, E-Portfolio and hard copy folder
- 3.2 Document findings
- 3.3 Report learner information to IQA, WBL Manager and as appropriate
- 3.4 Maintain learner records
- 3.5 Carry out learner reviews
- 3.6 Set timely milestones for the achievement of all awards.
- 3.7 To promote all The College of Animal Welfare courses and opportunities to employers and other groups.
- 3.8 To participate in marketing at conventions, open days, exhibitions and conferences.

4. Health & Safety at Work

- 4.1 To comply with the Health & Safety at Work Act
- 4.2 To comply with The College of Animal Welfare Health & Safety regulations
- 4.3 To ensure that Health and Safety is considered at all times
- 4.5 To take responsibility for maintaining awareness of Health & Safety

5.0 Functional-Skills

- 5.1 To participate, deliver, support and assess functional or basic skills when required in line with CAW programme time/plan.
- 5.2 To achieve and maintain own personal development in relation to functional or basic skills

Equal Opportunities

The College of Animal Welfare undertakes not to discriminate unlawfully, either directly or indirectly, against a job applicant or one of its own employees. The College is committed to equal opportunities. Appointments are open to members of the community on an equal basis.

Key Skill Requirements

- Relevant qualifications and industrial experience. A level 3 qualification in one or more of the following: Customer Service, Administration or Leadership and management with a knowledge of all subject areas.
- Good communication and information technology skills.
- Knowledge of National Occupational Standards.
- Car driver.
- Achieve Functional Skills level 2 in English Maths and ICT within 6 months of commencing employment with the College.
- To regularly view Cawpers to update yourself with policies and procedures.
- Be prepared to be away from home overnight.

Attributes	Essential	Desirable	How Identified
Education Level/ Qualification	<ul style="list-style-type: none"> • Appropriate qualification and industrial experience • Level 3 qualification in one or more of the following: Customer Service, Business Administration or Leadership and Management. • Assessor/Verifier Awards (TAQA) • Good Educational Knowledge • Willing to undertake essential CPD 	<ul style="list-style-type: none"> • Level 3 qualification in ICT i.e. Key Skills or Functional Skills • L3 Customer service award 	<ul style="list-style-type: none"> • Sight of qualifications documents • Application form
Experience	<ul style="list-style-type: none"> • Education Environment • Up to date knowledge within the subject areas. • Understanding of awarding bodies inspection requirements 	<ul style="list-style-type: none"> • Awareness of learning and how learners might be motivated • Understanding of quality improvement strategies 	<ul style="list-style-type: none"> • Application form • References
Knowledge and Ability	<ul style="list-style-type: none"> • Knowledge of all relevant subject areas. • Knowledge of National Occupational Standards • Knowledge of information, advice and guidance • To meet people with ease and motivate them to seek opportunities and achieve high standards. • Provide optimum levels of encouragement, training and support in order to help others achieve their results. • Generate and provide specialist and/or administrative services which benefit the organisation & lead to a high level of both internal and external customer satisfaction. • Develop competences and expertise in both self and others. Committed to equality and diversity • Be prepared for regular travel and overnight 	<ul style="list-style-type: none"> • Generally motivate people to give their best results, praising them when things go well and appraising them of improvements which can and should be made. • Create a network of contacts across various disciplines that provide advice on what resources are available both within and outside the organisation. 	<ul style="list-style-type: none"> • Application form • References • Interview

Attributes	Essential	Desirable	How Identified
	stays away from home as required		
Attitude/Disposition	<ul style="list-style-type: none"> • Self-motivated to work with young people. • Possess patience & persistence. • Willing to positively promote the college at every opportunity. • The determination to set challenging targets with the expectation of high standards 	<ul style="list-style-type: none"> • Self-confident and persuasive communicator. • Appropriate attitude to the use of authority and maintaining discipline through an even temperament and amiable disposition 	<ul style="list-style-type: none"> • References • Interview