

**ROLE DESCRIPTION**

<b>ROLE TITLE:</b>	<b>Sessional Assessor / IQA</b>
<b>PAY RATE:</b>	<b>£18.04/hour</b>
<b>REPORTING TO:</b>	<b>Adult Learning Team Manager</b>
<b>LOCATION:</b>	<b>Franklin College, Grimsby</b>
<b>APPOINTMENT TYPE:</b>	<b>Hourly Paid. Part time.</b>
<b>DATE:</b>	<b>December 2021</b>

**ROLE PURPOSE:**

The post-holder will report to the Adult Learning manager for the Adult Learning Team, and will be responsible for the assessing of distance learning qualifications in their curriculum area. This may also include internal quality assurance.

**DIMENSIONS:**

<b>Direct reports:</b>	None
<b>Budget responsibility:</b>	n/a

**MAIN DUTIES AND RESPONSIBILITIES**

*Assessor Responsibility*

1. To take groups of students through Distance Learning Qualifications. This includes:
  - Enrolment – giving information and guidance on the course
  - Initial assessments
  - Setting deadlines for units
  - Marking and giving feedback in a timely manner
  - Offering support where needed to help students to achieve
2. The monitoring and reporting of learner performance including reporting and follow-up of learner attendance/ engagement.

3. Contribution to Course Development, Liaison with Partner Organisations and the Community, Resource Management and Quality Assurance.

### **Quality Assurance and Monitoring of Student Performance**

4. Annual course self-assessment report (includes: assessment of student perception and annual review of recruitment, retention and achievement including value added assessment and monitoring of action plans).
5. Liaison with the examinations team / quality assurance team for registering students
6. Student performance indicators and student reviews.

**In these roles and tasks the Course Teacher is responsible to the Adult Learning Team Manager and the relevant Curriculum Team Leader.**

### **Whole College Responsibility (Membership of Teams / Task Groups)**

The post holder will be expected to involve themselves in appropriate whole college teams.

In this work the post holder will report to the team leader.

### **Other Responsibilities**

7. To ensure healthy and safe activities within courses
8. To ensure that college procedures for Welfare Health and Safety as stated in the college policy are correctly carried out in the curriculum area.
9. Contribute to safeguarding at all times to ensure the safety and security of and identifying all young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm. Also, to contribute to PREVENT strategy and disseminate information to other staff and students as required by the College.
10. Work to promote and contribute to the College's Equal Opportunities Policy.
11. Such other tasks as may be necessary to ensure the continuing development of quality assurance across the College
12. Such other tasks directed by the Principal as may be necessary to ensure the continuing development of systems and service.

**The hourly rate of pay will be £18.04 per hour and payment will be as per a signed timesheet.**

## PERSON SPECIFICATION

<b>Method of Assessment</b> The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential	Desirable	Application Letter/Form	Interview	Assessment Centre	Other
<b>Qualifications / Experience / Personal Qualities / Skills</b>						
<b>Honours Degree or equivalent qualification</b> relevant to areas of teaching post		x	x			
<b>Minimum</b> level 3 qualification in subject being taught	x		x			
Evidence of <b>continuing personal / professional development</b> throughout career	x		x	x		
<b>ICT skills</b> to level 2 or above	x		x			
<b>Assessor Qualifications</b> or experience of assessment of vocational qualifications		x	x			
<b>Teaching Qualification:</b> Postgraduate Certificate of Education or equivalent (PTTLS, CTLLS etc)	x		x			
<b>Job Knowledge and Experience</b>						
The role of <b>sixth form colleges</b> and <b>further education</b>	x		x	x		
Knowledge and experience of the range of qualifications offered in ALT eg functional skills, QCF, NVQ, GCSEs etc. To include: <b>Assessment methods; Course Development; Programme planning; National Bodies involved in Curriculum Development and Planning</b>	x		x	x		
Experience of <b>teaching a range of subjects</b> offered by the College	x		x		x	
Experience of <b>leading a course team</b> in curriculum planning delivery; assessment and review.		x	x	x		
Experience of <b>managing teachers / support staff</b> including professional review		x	x	x		
Knowledge of <b>funding methodology</b> for Sixth Form Colleges and FE and current developments and understanding of its practice		x	x	x		
Experience of <b>development planning</b> and resource allocation		x	x	x		
Knowledge and understanding of <b>post-16 OfSTED inspection</b> .	x		x	x		
Knowledge and understanding of the <b>College Quality Cycle</b> and Self Assessment Reports	x		x	x		
Knowledge and understanding of <b>Student Review and Target Setting</b> Policy and Procedures for individual students and for curriculum areas.		x	x	x		

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Knowledge, skills and experience of the assessment and development of quality in Teaching and Learning, including observation of teaching and learning and staff development.		X		X	X	
<b>Commercial work experience</b> relevant to one or more college courses		X	X			
Work with <b>examination boards</b>		X	X			
<b>PERSONAL ATTRIBUTES</b>						
Ability to work with and <b>motivate</b> students and staff	X		X	X		
Ability to work effectively as a <b>member of a team and with cross-college managers</b>		X	X			
Ability to <b>lead and support</b> other staff		X	X			
Ability to <b>use ICT</b> to support management, planning and review activities	X		X			
Ability to <b>contribute to wider college activities</b>		X	X			
Sound <b>organisation and planning skills</b>	X		X	X		