

Post Title: Tutor Assessor in Animal Care / Equine

Responsible to: Assessor Co-ordinator

Salary: £20,765 to £24,220 per annum (A25-A30)

Status: Permanent, Full or Part-time job share

Purpose of the job: To recruit, support, develop and assess a caseload of learners, potentially from a variety of funding streams and at different levels, ensuring consistently high and timely success rates in line with College targets.

REASEHEATH COLLEGE MISSION

“To inspire achievement by delivering outstanding education and skills”

REASEHEATH COLLEGE VALUES

Every member of staff at the College has a responsibility for and commitment to the implementation of the College Vision so that the learner experience is a valuable and memorable one.

As an important part of our team you are also required to ensure that your behaviour towards both staff and learners demonstrates P R I D E in everything you do through actively supporting our Values:

P eople **R** esponsibility **I** ntegrity **D** iversity **E** xcellence

Key Tasks and Responsibilities of your Job Role:

Key Result Areas	Tasks
<p>CUSTOMER Learning & Skills Development</p>	<ul style="list-style-type: none"> • Carries out initial assessment, interview, sign up and induction as required including screening in order to assess learner profile • Manages a caseload of learners within vocational area, ensuring timely success and employer and learner satisfaction. • Support Functional Skills – embed maths and English wherever possible. • Liaises with the College Specialist/Workforce Development Manager in order to secure an effective intervention for learners requiring additional support • Participates in personal Professional Development in order to contribute to personal and departmental effectiveness
<p>CUSTOMER Quality</p>	<ul style="list-style-type: none"> • Develops, assesses, examines and supports students and candidates using a variety of methods to maximise learner potential • Completes College documentation to ensure compliance with funding guidelines • Contributes to the quality assurance of work related qualifications

	<p>within their area of work</p> <ul style="list-style-type: none"> • Delivers on and off the job learning experiences to a consistently good/outstanding standard and in a flexible manner to meet learner needs. • Ensures progression of learners through effective monitoring and tracking of achievement. • Liaises appropriately to plan, monitor and report on the delivery of provision. • Undertakes a formal review of learners every 4-8 weeks to ensure consistent tracking of progress. • Participates in external verifier visits and takes any subsequent corrective action. • Undertakes Internal verification duties as soon as the verifiers award has been achieved. • Attends standardisation meetings and therefore contributes to relevant awarding body requirements. • Contributes to the process of continuous improvement and Self-Assessment Report for the area. • With the Assessor Co-ordinator, plan (using Microsoft Outlook) monitor and report on workload activity.
CUSTOMER Business Development	<ul style="list-style-type: none"> • Actively promotes the College as a leading provider of a wide range of vocational opportunities. • Works with other College staff to ensure enrolments and starter documentation is timely. • Assists in the recruitment of employers and learners in conjunction with Business Development in order to expand the business portfolio.
PEOPLE & CULTURE	<ul style="list-style-type: none"> • Deals appropriately with and in a positive manner to any problems which arise related to the programme of learning, individual learners or employers.
RESOURCES	<ul style="list-style-type: none"> • Visits workplaces to ensure arrangements for health, safety and welfare of learners in line with Skills Funding Agency, College Policies and Procedures. Recording findings, initiate action where appropriate and monitor on a 4-8 weekly basis.
FINANCE	<ul style="list-style-type: none"> • Participates fully in ensuring that work is undertaken efficiently and effectively in line with the departments' strategic area objectives.

PLEASE NOTE

Reaseheath is an education establishment within an ever changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work.

Your job description will be reviewed during your annual Performance Development and Review interview, and will be varied in the light of the changing business needs of the College.

The job description is not intended to be exhaustive and is only indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Your duties may vary from time to time without changing the general character of the post or the level of responsibility. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.

Please note this role constitutes 'regulated activity' as defined by the Protection of Freedom Act 2012. The successful candidate will therefore be required to undertake an enhanced DBS with barred list information prior to starting employment.

Person Specification
Post Title: Tutor Assessor

Key Results Area	Knowledge & Skills	Competencies
CUSTOMER Learning & Skills Development	<p>Level 3 vocational qualification in an appropriate discipline or a willingness to achieve the Level 3 qualification within a specified timescale is essential.</p> <p>Assessor award is essential.</p> <p>Internal Verifier award is desirable or a willingness to achieve within a specified timescale is essential.</p> <p>Minimum teaching qualification of “Certificate of Teaching in the Lifelong Learning Sector” or equivalent or a willingness to achieve within a specified timescale is essential.</p> <p>GCSE Maths & English Grade C or equivalent or a willingness to achieve within a specified timescale is essential.</p> <p>High level of IT Skills and experience of MS Office Applications.</p> <p>Experience of delivering or supporting Functional Skills.</p> <p>Demonstrable evidence of personal professional development.</p>	<p>Developing Self & Others</p> <p>Flexibility</p> <p>Integrity & Accountability</p>
CUSTOMER Quality	<p>Demonstrable evidence of relevant vocational experience.</p> <p>Communicates and negotiates effectively with external and internal stakeholders and customers.</p> <p>Demonstrable evidence of working with National Occupational Standards.</p> <p>Demonstrable evidence of meeting high levels of compliance and quality improvement.</p>	<p>Integrity & Accountability</p> <p>Influencing & Impact</p> <p>Teamwork</p>
CUSTOMER Business Development	<p>Demonstrable evidence of generating contacts within industry.</p> <p>Demonstrable evidence of achieving challenging targets.</p>	<p>Problem Solving</p> <p>Leadership</p>
People & Culture	<p>Self-motivated with demonstrable evidence of successful partnership working and ability to organise and report on own workload.</p>	<p>Passion for Improvement</p>
Resources	<p>Ability to utilise internal and external resources effectively to achieve high standards and targets.</p>	<p>Planning & Prioritising</p>
Finance	<p>Ability to contribute to and work within departmental budgets.</p>	<p>Planning & Prioritising</p>