**JOB DESCRIPTION**

**Role:** **Learning & Development – Qualifications Assessor**

**Office Location: Based at the nearest residential home (Cheltenham, Swindon and Bristol)**

**Department:** Learning and Development

**Reports To:** Head of Centre - Qualifications

**Hours of Work:** 37.5

**Supervisory Responsibilities:** No

**Travel Required:** Yes

**MAIN PURPOSE OF ROLE:**

To assess and provide training (as appropriate) to meet Compass and National standards, enabling work based learners to develop the knowledge skills and understanding to achieve vocational qualifications and success rates. Be responsible for an agreed case load of candidates and provide occupational training and assessment. This will take place in a variety of work environments including on-site assessments, in the workplace or Home. Assessors who hold their Internal Verification qualification will also be asked to carry out these duties where appropriate.

**ESSENTIAL DUTIES**

1. Responsibility for the timely and effective assessment of candidates in the workplace
2. To plan with the candidates targets and action plans to ensure progress through the NVQ and/or competency qualifications
3. Provide guidance and support to candidates to support their qualification completion

**KEY RELATIONSHIPS**

* Head of Centre - Qualifications
* Qualification Assessors / Coordinators
* Learning and Development Manager
* Learning and Development Trainers
* Service Managers and Deputies
* Operational Managers and Social Workers

**KEY RESPONSIBILITIES**

**Responsibility for the timely and effective assessment of candidates in the workplace**

* Maintain and promote Compass and awarding body standards
* Ensure the quality of assessment and service provision
* Plan and deliver visits to candidates
* Ensure feedback is provided in a timely and professional manner
* Monitor the completion of assignments for candidates
* Complete accurate documentation and update candidate tracking systems
* Report on candidate progress to Head of Centre regularly and wider organisation where required
* Attend assessor / verifier meetings and standardization events

**To plan with the candidates targets and action plans to ensure progress through the NVQ and/or competency qualifications**

* Plan mentor meetings with candidates from enrolment through to completion
* Plan with candidates targets and timescales
* Assist candidates in mapping evidence towards their qualification
* Liaise with home managers an deputies for the completion of observations and time available to complete qualification
* Provide updates to Head of Centre on struggling or behind candidates
* Review each candidates progression in line with compass procedures

**Provide guidance and support to candidates to support their qualification completion**

* Plan and deliver workshops and drop in sessions
* Provide guidance to candidates in topics and portfolio building
* Support and guide home

**ORGANISATIONAL**

* To undertake broadly similar duties commensurate with the level of the post as required by the line manager even where the tasks are not specifically outlined in the job description
* To be an effective advocate for Compass, promoting a positive image to maintain our high standards and positive reputation
* To work within the provisions of the Data Protection Act, observing strict confidentiality in relation to all aspects of work undertaken.
* The post holder will be expected to competently use electronic systems effectively
* The post holder will be expected to undertake training and development deemed necessary for the pursuance of the post
* The post holder will be expected to ensure compliance with all policies within the employee handbook.
* Ensuring compliance with safeguarding procedures, throughout all work within the Company, keeping the manager informed of work in progress and inform the manager immediately of any child protection matter or serious complaint.
* The nature of the agency business means that tasks and responsibilities are sometimes unpredictable. Staff are therefore expected to work flexibly when the occasion arises.
* The post holder will be required to travel to national sites to perform their assessing and observational tasks and for meetings.