**People Team**

**Job Description & Person Specification**

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| **Post Title:** | Online Assessor/Internal Moderator | **Department:** | Adult Education |
| **Hours per week:** | Two Part-time Roles:  0.2 Part-Time  0.3 Part-Time | **Weeks per year:** | 52 weeks |
| **Contract Type:** | Permanent | **Reports to:** | James Sewell |
| **Scale & Spine Points:** | Support Staff – Point 8 | **Location:** | Lansdowne College |

**Job Description**

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| **College and Department Overview** |
| Bournemouth & Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The College values are:   * A passion for learning and success * Supportive and caring * Respectful and considerate * A champion for equality through learning * Ambitious and tenacious |
| **Department Overview** |
| At Bournemouth & Poole College we are passionate and committed to achieving the very best outcomes for our adult students. The adult online learning team have consistently provided an excellent service to our adult learners on a variety of online courses, ranging from office skills, well-being, and managing mental health, as well as a variety of health and social care courses. The adult assessment team have consistently achieved above the national average achievement and success rates for this growing provision. This department aims to provide, in this academic year, over 1600 learning opportunities to adult learners via these AEB government funded programmes. |
| **Purpose of the Role** |
| As an experienced Assessor/Internal Moderator, you will ensure that The College's provision of online, work-based qualifications are administered and delivered according to the standards laid down by the awarding bodies and the College. You will also ensure that learners achieve in a timely fashion, by implementing all the necessary actions during the term of their qualification. |
| **Key Accountabilities & Duties** |
| **Responsibilities as our Online Assessor/Internal Moderator:**  Experienced in assessing evidence against performance criteria to recognise the learner’s achievements, ensuring that there is open access to the assessment process, so there are equal opportunities to demonstrate competence.  To organise and delivery on-line support and feedback to learners, in order to perform assessments using recognised assessment methods. Be able to accurately record and review learners progress throughout the term of the qualification and inform management of any concerns that may affect the outcome.  To work closely with Lead Internal Moderator and External Moderators to ensure that the quality of the online assessments meets the standards required by the awarding bodies, and of our College. To constantly support assessors in the standardisation and sharing of best practice, as well as, sample assessment evidence according to the College's internal moderation policy and awarding body standards.  Have experience in internal processes to check learners' assessments for any signs of plagiarism or AI-generated content. Follow all College policies and procedures concerning Malpractice, Maladministration and Plagiarism.  Participate in any training appropriate for the role which may require attending internal and external courses. Responsible for maintaining own CPD records and personal development in line with awarding bodies, and the Colleges' expectations for sector occupational competency. |
| **Equal Opportunities** |
| The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK.  All successful candidates will be required to provide proof of their qualifications. |
| **Further Information** |
| This Job Description and Person Specification are current as at **08/02/24.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager.  A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

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| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | Level 2 (or equivalent) English and Maths  Teaching Qualification or willingness to achieve within 2 years.  Hold an Assessor award: D32/33, A1, CAVA or TAQA qualification.  Hold a D34 or V1 Verifiers qualification |  |
| **Post Specific Qualifications** | Have occupational competency in Health and Social Care at Senior Carer level or above.  Level 3 in Health and Social care, or higher. | Experience in Assessing learners in the Health and Social Care sector, or other relevant business sectors.  Level 4 in Health and Social care, advanced practitioner or degree level |
| **Work Experience** | At least 3 years' experience working in the care sector, within 2 years of application.  Able to conduct online remote assessments, and face-to-face when required.  Provide a quality learning experience and journey.  Supporting learners to successfully achieve their qualifications in a timely fashion. | Work experience in an FE setting ie college or school.  Experience in delivering Level 2 and Level 3 qualifications on eLearning platforms in the health and social care sector.  Previous knowledge of Level 2 and Level 3 NVQ standards and assessment processes. |
| **Knowledge** | Competent in Microsoft Office applications and ICT skills.  Committed to continuous professional development, staying up-to-date with industry trends and assessment guidelines to ensure the delivery of high-quality training and assessment. | Working with student databases ie ProMonitor/ProSolution.  Understanding of KCSIE and safeguarding children and vulnerable adults |
| **Skills** | Excellent communication skills including written and verbal.  Possess strong communication and interpersonal skills, with the ability to build rapport and motivate learners.  The ability to self-manage, prioritise own workload and logically approach own work duties.  Excellent time management skills and attention to detail.  Able to maintain accurate and up-to-date records of assessments, learner progress, and achievements. | Contribute to the planning, monitoring, and achievement of agreed performance targets.  The ability to work to adjust to flexible work patterns and be able to reprioritise workload as required. |
| **Other Requirements** | Attendance at college events i.e. open evenings including outside of normal working hours. | Ability to be able to travel between sites. |