

JOB DESCRIPTION

Job Designation/ Service	Diploma Assessment Tutor
Hours	Full time
Responsible to	Training & Development Manager
<p>Job Purpose and Direction:</p> <p>Work with learners to support their completion of the Level 3 diploma for Residential Care.</p> <p>Work with the Training and development manager to build the diploma centre, inputting into the infrastructure of the award criteria. To ensure this is an achievable award for our learners.</p>	
<p>Core Responsibilities:</p> <ul style="list-style-type: none"> • Assess learners’ portfolios to ensure they are on track and to standard for their Level 3 Diploma • You will be responsible for a caseload of learners, visiting them in their workplace to carry out observations for learners while they are on shift, completing relevant documentation. • Mark learner’s work including assignments and workshops. • Work with the training and development manager to imbed awards. • Managing own diary and face to face visits and dealing with remote learners. • Remote and some face to face meetings with learners to conduct review meetings and give portfolio advise. • To ensure learners files are fully compliant with requirements. • To fully engage with learners during the whole of the learning journey. • To conduct sign up meetings. • Assisting with the development of reporting. • Develop and maintain quality standards to ensure satisfaction from all internal customers. • Follow all policies and procedures relevant to the role. • Comply with all data protection regulations. 	

General Statements

The above duties and responsibilities do not include or define all tasks that may be required by the post holder. The duties and responsibilities may vary without changing the general character of the duties or the level of responsibility entailed.

Equal Opportunities

A Wilderness Way supports Equal Opportunities in Employment and opposes all forms of unlawful discrimination on grounds such as colour, race, nationality, ethnic or national origin, sex, marital status, disability, sexual orientation, religion or belief and age. You are expected to comply at all times to the Company's EO Policy and Guide to Equality document.

Safeguarding

All our role and people are responsible to the safeguarding our of children and will be subject to a successful disclosure as an appropriate level from the Disclosure and Barring Service (DBS), Access NI or Disclosure Scotland.

Person Specification:

<i>Area</i>	<i>Criteria</i>	<i>Essential</i>	<i>Desirable</i>
Experience	Experience within a similar role providing assessments to a level 3 diploma or NVQ equivalent	✓	
	Familiar with the course content of the Diploma Level 3, Children and young people workforce		✓
Knowledge	Knowledge of appropriate recording keeping for assessments	✓	
	Microsoft office	✓	
Education/ Training / Qualifications	Hold a relevant assessing qualification (A1 Assessor TAQA or CAVA award)	✓	
	Hold a recognised Teaching Qualification e.g. PTLLS, Award in Education and Training		✓
Skills & Abilities	Organisational and time management skills with engaging / inclusive approach	✓	
	Able to make evidence based judgements and a sense of fairness	✓	
	Excellent analytical, problem solving skills and able to focus on the task in hand	✓	
	Team working and collaboration	✓	
	Approachable, outgoing and diplomatic	✓	

	Tenacity, willingness to take action when improper practices or activities are identified.	✓	
	Great attention to detail	✓	
Other work-related requirements	Ability to support the core values of A Wilderness Way.	✓	
	Willingness to undergo a satisfactory enhanced DBS check and to register with the DBS Update Service OR hold a satisfactory enhanced DBS check for the correct workforce <u>plus</u> existing registration for the Update Service	✓	
	Ability to understand the needs of people from diverse cultural, social and racial backgrounds.	✓	
	Full driving licence (preferably without endorsements) and use of own vehicle.	✓	