**JOB DESCRIPTION**

**Learning Assessor**

**Context**

Established in 1980 Spark! acts as a vital and efficient driver for employment, forming strong, supportive and valued relationships that have a positive impact on all our partners; students, educators, businesses, statutory bodies and funders alike.

We work with our partners to open up excellent opportunities that inspire and enlighten, helping to forge secure futures for young people by giving them real focus and direction. Engaging them in the workplace significantly increases their chances of permanent roles.

Spark! was recently recognised as one of the top education business partnerships (EBPs) in the country, rated “Excellent” under the Award for Education Business Excellence accreditation scheme. The Institute for Education Business Excellence’s Chief Executive said: “[Spark! is] leading the way in education and business partnership.”

The Learning & Apprenticeships service offers creative and innovative programmes that use the context of work related experiences to introduce young people to learning about adult and working life and develop employability skills. Spark! is also contracted to deliver a growing Apprenticeship programme for London Borough of Hounslow, presently specialising in Business and Administration. The service is funded through Service Level Agreements with schools in Hounslow borough that is reviewed annually and a variety of external funding providers including, London Borough of Hounslow, HACE/ SFA and ESF.

The freelance assessor will work part time as part of the Spark! delivery team staff visiting learner across the borough. The post will ideally suit self-motivated individuals that enjoy being part of a small but effective and dynamic team with the support of a wider organisation and an active board of trustees. You must be occupationally competent in the following qualifications at level 3 or equivalent: Business and Administration and/or Customer Service.

**Role Details**

Title: Learning Assessor

Unit: Learning & Apprenticeships, Based at the Clock Tower, EMC2 Building, Great West Road, Brentford, TW8 9AN

Manager: Head of Learning

**Role purpose**

To assess learners’ performance and/or related knowledge in a range of tasks and to ensure that the competence/knowledge demonstrated meets the requirements of the standards/syllabus for an NVQ.

To create and maintain auditable assessment paperwork trail for all learners.

**Main responsibilities**

|  |  |
| --- | --- |
|  | ***Approx. % of time*** |
| 1. Ensure that each learner is aware of his/her responsibility in the collection and presentation of evidence
2. Agree and record assessment plans with each learner
3. Fully brief learners on the assessment process following Spark! policy and in accordance with the awarding organisation requirements
4. Observe learners’ performance in the workplace and/or conducting other forms of assessment in accordance with the qualification requirements
5. Ensure that assessment of performance by observation is

unobtrusive1. Judge the evidence and record assessment decisions against the standards
2. Provide learners with prompt, accurate and constructive feedback
3. Manage the system of assessment from assessment planning through to making and recording assessment decisions using the appropriate Spark! documentation
4. Assess evidence of learner competence against the national standards of occupational competence within the qualification
5. Ensure valid, authentic, current and sufficient evidence is produced by learners
6. Maintain accurate and verifiable learner assessment and achievement records confirming that learners have demonstrated competence/knowledge and have completed the required Spark! documentation
7. Agree new assessment plans with learners where further evidence is required
8. Make themselves available for all staff training, standardisation and discussion with the Internal Quality Assurer/Head of Learning and/or EQA
9. Demonstrate commitment to anti-discriminatory practice and equal opportunities
10. Ensure that any member of the public (clients/service users) involved in the assessment process gives informed consent, especially if there is any risk of intrusion into areas of privacy and/or confidentiality
11. Ensure maintenance of confidentiality for sensitive information.
12. To help positively promote the Spark! organisation.
13. Any other duties as reasonably required by the Head of Learning
 | 100% |

*Other information:*

This role description is not a complete list of responsibilities but defines the key components of the role. Within reason, you must demonstrate a willingness and flexibility to vary and change their key tasks where necessary in order to meet the changing needs of the organisation.

**Knowledge**

|  |  |
| --- | --- |
| *Essential* | *Desirable* |
| * Knowledge of Microsoft Office packages
* Occupationally competent in the following qualifications at level 3 or equivalent: Business and Administration and/or Customer Service
* Knowledge of NVQ assessment
* English GCSE grade C minimum
* Maths GCSE grade minimum
 | * Knowledge of Apprenticeship programmes
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**Skills and qualities**

|  |  |
| --- | --- |
| *Essential* | *Desirable* |
| * Strong organisational skills and attention to detail.
* Ability to function as part of a team
* An ability to work well under pressure
* Common sense, diplomacy and knowledge of confidentiality issues
* Working knowledge of assessment procedures and processes.
* Interpersonal and influencing skills required to develop and maintain strong relationships and the trust and confidence of clients.
* Written, oral and listening skills of communication to work effectively with individuals and businesses.
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**Experience**

|  |  |
| --- | --- |
| *Essential* | *Desirable* |
| * Minimum 1 year assessing and supporting learners in a work based setting
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**Salary**

Self-employed contractor. 36 hours a month at £15 - £20 per hour, dependant on experience.

Hours vary to meet the demands of service delivery, which can sometimes be outside usual office hours.

Appointment subject to reference checks (waived for existing contractors), basic/ enhanced CRB (if required) and passing GSKcompany security vetting (if required).

**Reporting to:**

Contract manager – Head of Learning

**Application**

CV and cover letter to michelle.matty@sparklondon.org by **Friday 26h October 2012** Interview date – **tbc.**

We would also encourage candidates to complete our Equal Opportunities monitoring form.

**Further information**

*Spark! website*

<http://www.sparklondon.org>