**Job Description**

POSITION: Company Diploma Assessor

**RESPONSIBLE TO: Policy and Development Manager**

**LOCATION: East / West Sussex and Surrey**

**SALARY: £24,000 - £26,000PA, Plus benefits and pension scheme**

**PURPOSE OF THE ROLE**

* To register with the Senior Administrator at My Choice Head Office and enrol new candidates, (level 3 & 5 where appropriate), facilitate the induction and enrolment process.
* To ensure that candidates enrolled and registered on the Level 3 diploma are provided with the training and support & assessment required to enable them to achieve the qualification within a specified period of time.
* To ensure that candidates (currently only Care Managers- Deputy Managers to be discussed) enrolled and registered on the Level 5 diploma in leadership and management are provided with the training support and assessment required / necessary to enable them to achieve the qualification within a specified period of time.
* To provide on- going assessment, feedback, review, support and guidance on the Diploma process in line with the standards (CACHE or City & Guilds).
* To work with the internal verifier, Central Sussex & East Sussex college to ensure high standards are met.
* To provide Diploma assessment and facilitate workshops at My Choice Head Office for approx 30 + candidates. This may increase depending on staffing levels and the needs of the company. To support candidates by developing their underpinning knowledge.
* To attend standardisation sessions in order to meet the quality assurance measures of the assessment centre and awarding body.
* To maintain an assessor portfolio in line with the awarding body requirements.
* To undertake other training programs depending on the needs of the company to develop and enhance own continued professional practice (CPD).
* Other training courses will only be undertaken upon agreement with the Policy and Development Manager/ Operations manager or Directors.

**DUTIES AND RESPONSIBILITIES**

**Main Duties:**

* Meet with all staff as required who are registered on the Diploma 3 &5.
* Attend meetings organised by your line manager.
* Take guidance and tasks as set by the internal verifier/ senior management.
* Work to the standards and equal opportunities policy.
* Explain the assessment process to the candidates.
* Prepare and review assessment plans with candidates.
* Ensure that the awarding body/standards are met
* Ensure that Central Sussex College / East Sussex standards are met/other college.
* Provide on–going verbal and written feedback to candidates.
* Complete the Central Sussex College / East Sussex paperwork correctly.
* Maintain the candidates Diploma files/paper and or online.
* Facilitate the workshops held at head office, currently twice per month 10-3pm. Liaise with Training Administrator to confirm attendance.
* Visit candidates regularly within the homes (at least every 1-2 weeks) and in agreement with the homes managers undertake assessment and feedback within the homes.
* Support candidates with their reflective accounts, undertake direct observation within the homes, provide written/oral questions where required. Use other assessment methods agreed with Central Sussex College/ East Sussex/other college. Assess all work.
* Provide appropriate learning support to enable effective assessment.
* Attend standardisation sessions agreed with the internal verifier.
* Ensure you provide a holistic approach to the Diploma process, cross referencing units where appropriate.
* Adapt your Diploma assessment style for each candidate, taking into consideration staff members learning style.
* Set achievable timescales for work to be completed.
* Complete all the required documentation associated with the qualification.
* Advise your line manager of any issues of concern relating to the qualification or with candidates.
* Provide the candidate with a copy of the Appeals Procedure.
* Prepare a portfolio check list if appropriate.
* Develop work books for candidates to complete the knowledge specification for the optional units.
* Keep your own candidate attendance record and book candidates onto workshops after each meeting.
* Work to achieve Regulation 32.4 (a) (b), 5 (a) (b) & 6 (a) (b) & 7 (a) from the Children’s Homes Regulations 2015.
* Co-ordinate Level 5 workshops for Deputies and Managers.
* When the target has been met, re, Regulation 32, work with the line manager to develop the Diplomas at My Choice with an aim to set up as an Independent Diploma Centre Registered with an awarding body.
* Ensure you maintain your electronic diary keeping appointments recorded and up to date at all times.
* Ensure electronic diary is kept up to date with daily entries or assessments, meetings, training, meetings and annual leave etc.

**General Duties:**

* To ensure you are working within the companies Policies and Procedures when visiting the homes and reporting any concerns to Senior Management
* To take responsibility in line with the post, for a safe working environment and working practices under the Health and Safety at Work Act.
* To undertake such duties as required for the organisation.
* To ensure the safety and well being of children and young people at My Choice is paramount by adhering to the companies safeguarding (Child Protection) Policy.
* You shall have a duty not to discriminate against candidates or potential candidates and at all times uphold the company’s equality policy.
* Some evening work may be required on agreement with your line manager.
* You will be based in the homes assessing/ observing candidates and facilitating the Head Office workshops where you may remain after the candidates leave at 3pm.
* To work on new projects with the Policy & Development Manager as they arise (e.g. training programmes etc).

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| **PERSON SPECIFICATION** | **Desirable** | **Essential** | |
| Extensive experience in working in Residential Child Care. |  |  | |
| A1 award and /or the new TAQA (Training, Assessment and Quality Assurance Practitioners Award.) |  |  | |
| NVQ Level 3 or 4 in Health & Social Care (Child Care Route) |  |  | |
| Excellent communication skills, both written and orally. The ability to write reports based on data and other forms or information. |  |  | |
| Demonstrable experience of making a difference in a similar environment to individual candidates/staff |  |  | |
| Excellent time management and the ability to prioritise |  |  | |
| The ability to demonstrate equality of opportunity throughout their work |  |  | |
| Good understanding of Microsoft Word, Excel, PowerPoint, Access and Outlook Email. |  |  | |
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| Child protection training |  |  |
| Good observational skills and recording |  |  |

**CONDITIONS OF SERVICE**

* Hours of work are: 35 per week. The 35 hours are to be worked generally Monday to Friday. 9.00am to 5.00pm (with one hour unpaid for lunch) but may be worked flexibly with agreement from the Policy and Development Manager.
* The post holder will have a desk made available to them at Head Office on set days but the role is field based and will require travel to various home locations.
* Holiday entitlement: 22 days’ annual leave entitlement per annum (plus Public Bank Holidays).
* Contributory pension scheme
* Employee benefits package

**THIS POST IS SUBJECT TO THE FOLLOWING CRITERIA BEING MET**

1. Suitably experienced / qualified – evidence of qualifications required
2. Satisfactory formal interview at Head Office
3. Satisfactory second interview
4. Satisfactory References
5. Satisfactory enhanced Disclosure & Barring Service (DBS) Check
6. Overseas police check (if required)