**Job Description**

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| **Post:** | **Vocational Placement Assessor** |
| **Salary/Grade:** | **Grade 6 £26,097 - £28,549 pro rata**  **Part Time (0.6) Term Time only** |
| **Responsible to:** | **Head of Department (Education & Health)** |

**Main purpose of the post:**

* To assist the lead vocational placement assessor in the Education and Health team. To help coordinate placements, assess and provide documentation and evidence for all courses in the curriculum area including T Levels and vocational subjects and to assist in elements of the course requirements including relevant deliver and assessment.

**Main Duties:**

1. **Operational/Strategic Planning**
   1. Assess students on placement against curriculum criteria.
   2. To support the teaching team with monitoring and supporting learner progress and related administration.
   3. To liaise with placement mentors about student performance and progress.
   4. To communicate regularly with the teaching team about students’ progress in placement.
   5. To communicate regularly with the work placement team about placement matters.
   6. Contribute to setting standards in the departmental annual Self-Assessment Report and action plan in line with the College’s planning and quality assurance procedures.
2. **Staffing**
   1. Work flexibly providing cover for absent colleagues when required.
   2. Participate in continual professional development and coaching and mentoring to enhance and share and transfer good practice.
3. **Students**
   1. Assess students in their placements in-line with examining board requirements.
   2. To undertake placement visits to learners on the Education and Health courses, to monitor the progress of students and deal effectively with any issues or concerns that arise.
   3. To act as the initial contact for the Education and Health students with the college’s placement team. Monitor attendance and address any issues. Recording on college systems and liaising between placement team, HOS and the team.
   4. Make assessment decisions and judgments based on competencies which are recorded and assessed.
   5. Monitor and track learners’ progress and report any concerns to the head of department and staff team.
   6. Monitor learner progress and feedback to the teaching team
   7. Document concerns and achievements on the college system
   8. Ensure that all learners have the correct documentation completed within the allocated Placement to include T Level and vocational courses.

3.9 Ensure all relevant T Level and vocational course information is uploaded to the relevant exam boards and DfE where required and in conjunction with the team and the college exam department.

**Safeguarding**

Commit to safeguarding and protecting the welfare of children and young people by ensuring effective implementation of the safeguarding policy/procedures and Prevent Strategy.

**Discipline**

Take responsibility for promoting good standards of behaviour and conduct in students by implementing and monitoring/reporting breaches of the Student Conduct and Discipline policy.

**4 Quality Assurance**

4.1 Contribute to the dept. Self-Assessment Report and Quality Improvement Plan.

4.2 Participate in the College’s review system and have an annual appraisal meeting.

4.3 Keep a professional development file to record personal training and development.

4.4 Attend relevant training to maintain current vocational / T Level understanding (CPD)

1. **Equality and Diversity**

**5.1**Create a purposeful, positive and supportive teaching environment, sensitive to equality & diversity.

1. **Communications**
   1. Attend College events, briefings and meetings as part of the College schedule.
   2. Use the College’s systems, policies and procedures to communicate issues as required.
2. **Marketing and Liaison**
   1. Contribute to the marketing and promotion activities of the College and the subject area.
3. **Other**
   1. Contribute to the College mission and ethos and support the aims and objectives of the College.
   2. Follow and comply with the College’s policies and procedures as outlined in the Staff Handbook and take responsibility for the duty of care in respect the levels of Health & Safety across the College.
   3. Undertake any other duties of an equal nature as assigned by the Centre Principal or their designated alternate.