



JOB DESCRIPTION

Job Title: SVQ Assessor/Trainer

Responsible to: Training and Development Manager

Job Purpose

Conduct assessment of internal SVQ/HNC candidates undertaking regulated vocational qualifications at SCQF Levels 7 and 9. Communicate effectively with all stakeholders. Contribute to maintain and improve the quality of Moore House Training Academy training, and support in its continued growth and development.

Key Responsibilities

Conduct Assessments

- Carry out regular visits to candidates ensuring that each candidate is provided with sufficient opportunity to achieve their award by the expected targeted completion date;
- Submit and provide all evidence for internal and external verification processes in accordance with the Assessment Centre's internal verification procedures;
- Adhere to SQA Qualifications Assessment Guidance and Assessment Strategy;
- Adhere to Moore House Training Academy Assessment Centre Policy and Procedures;
- Ensure compliance of storage and retention of assessment materials according to Awarding Body requirements.

Communication

- Provide support and mentoring to candidates through feedback and regular visits;
- Ensure all communications are open and transparent;
- Provide monthly reports on candidates' progress, maintaining accurate and timely records;
- Provide feedback using Assessment Centre's recording processes;
- Manage, support and motivate candidates;
- Attend and contribute to meetings to meet awarding body requirements, such as standardisation and external quality assurance;
- Liaise with the Training and Development Manager with regards to candidates who are failing to meet their relevant targets;
- Negotiate and agree individual learning and assessment plans with individual candidates;
- Ensure clear communications and positive working relationships with line managers of candidates;
- Provide constructive and timely feedback to candidates on evidence submitted and assessed;
- Identify and support candidates who may have additional learning support needs.

Managing Workload

- Effectively co-ordinate and manage own workload, prioritising as necessary;
- Meet deadlines as required by the Assessment Centre's targeted completion dates.

Other

- Undertake and record CPD in line with SQA Assessment Strategy requirements;
- Contribute to the maintenance and improvement of quality systems within Moore House Training Academy;
- Contribute to team meetings and planning and development processes for Moore House Training Academy Training and the wider Group.

Qualifications and Experience

- Qualified to SCQF Level 9;
- Possess a relevant qualification registerable to SSSC;
- Assessor qualification, for example, D32/33, A1, L&D9DI, or willingness to work towards qualification(s);
- Minimum of 3 years' experience in working with children and young people;
- Experience in training course design and development.

Circumstances

- Eligible to work in the UK;
- No relevant criminal convictions.

Special Requirements

- Full Clean UK Driving Licence;
- Use of a vehicle with vehicle business insurance.