

Job Description

Job Title:	Children & Young People MA/SVQ Assessor		
Department:	Health & Social Sciences	Location:	Any UHI NWH Campus
Grade:	NSUP21		
Report To:	Work Based Learning Manager		

Job Purpose:

The primary purpose of the post is to provide a first-class experience to candidates undertaking work based SVQ and Modern Apprenticeship programmes.

Context

Key Accountabilities

The post holder will be accountable for:

- Ensure effective candidate learning
- Achieving the recruitment, retention and outcome targets of candidates on work-based SVQ/MA Children and Young People Programmes;
- Liaising with candidates, employers, and UHI staff. Manager to ensure an excellent candidate experience and compliance with health and safety standards;
- Supporting programme evaluation, enhancement and audit procedures (internal and external requirements);
- Participate in Course Team and Staff activities.

Duties and responsibilities

The following duties and responsibilities are intended to give a broad indication of the variety of tasks the post holder may be asked to undertake. It should be noted that a job description is not an exhaustive list of activities, and staff may be asked to carry out other duties commensurate with the level of the post. The job description may also be amended to take account of changed circumstances, and staff will be consulted when this is necessary.

- Conduct initial assessments and induction for the SVQ/MA Children and Young People programme and pro-actively agree –

- relevant SVQ units
 - core skills requirements
 - industry certification requirements
 - planned achievement dates
 - additional support requirements
 - observation schedules
- Support marketing activity of UHI North, West and Hebrides' SVQ/MA programmes and provide information to candidates and employers as appropriate;
 - Ensure all relevant health and safety and site selection checklists are complete for new employers and candidates;
 - Prepare candidate portfolios and ensure completion of all relevant documentation for both SQA and SDS if appropriate;
 - Engage with candidates regularly on a one to one and/or group basis to conduct observations, provide feedback and oversee their progress through the SVQ award, core skills and any other identified training;
 - Record assessments and observation of candidates in line with agreed procedures and SQA assessment arrangements and awarding body assessment strategy and ensure the candidate's portfolio is accurately completed;
 - Liaise with the candidate's line manager in the workplace to discuss progress and performance and resolve issues or problems and record relevant information in review documentation;
 - Attend assessor, IV and standardisation meetings as required, and ensure familiarisation with e-assessment if appropriate;
 - Support the self-evaluation and quality enhancement of the programme;
 - Support candidates to identify and access other appropriate learning/training via NWH during their SVQ and offer pre exit information to support their on-going development;
 - Carry out Internal Verification of appropriate subject areas;
 - Provide support to assessors regarding the SVQ qualifications, frameworks and candidate issues.
 - Liaise with the college registry team, and SDS MA Contract manager to ensure correct registration of candidate with SQA, SDS if appropriate, and sector skills body if appropriate;
 - Ensure compliance with all audit requirements and when appropriate, liaise with SDS MA Contract Manager to provide information for contract profiling, claims and audit visits;

Terms and Conditions

This post is governed by Support Staff terms and conditions, which are subject to collective bargaining processes.

General

- Proactively contribute to own personal development and supporting the wider sustainability of UHI North, West and Hebrides;
- Contribute to UHI's climate, biodiversity, and sustainability goals, including net-zero by 2040;
- Ensure consistency and equality at all times and proactively engage in UHI North, West and Hebrides values of trust, integrity and excellence.
- Ensure the health and safety of self and others and compliance with safeguarding, data protection requirements and all college policies;
- Work collaboratively with colleagues to ensure a whole college focus and approach

Appendix: Personal Attributes Framework Leadership – Providing direction, inspiration and encouragement to others

- Acts with confidence guiding the activities of colleagues, students and/or visitors
- Demonstrates a positive attitude to new ways of working and when faced with difficult situations
- Understands importance of having a strong sense of purpose and common goal
- Understands how own role contributes towards meeting organisational goals
- Takes responsibility and is accountable for own actions
- Is able to objectively assess own strengths and limitations
- Delivers a friendly and professional service to learners, employers and staff
- Reflects positively on feedback and responds proactively
- Ensures colleagues and line managers are kept informed of activities
- Listens effectively and shows empathy to others' needs and feelings

Teamworking/Communication – Working with others in a constructive and supportive way to achieve goals and manage change.

- Gives guidance and support to colleagues when it is needed.
- Asks for and accepts help when needed.
- Readily shares information, knowledge and expertise within own teams and across teams.
- Establishes effective working relationships inside and outside the college.
- Is polite, tolerant and patient, treating all with dignity and respect.
- Helps others to learn through encouragement and feedback.
- Works collaboratively with team and other functions to achieve a successful outcome.
- Listens to and respects others' views and opinions.

Performance – Managing performance of teams across the college and creating development opportunities

- Seeks ways to improve own learning and self-development
- Takes responsibility for managing own time and area of work.
- Seeks clarity when uncertain about information/instruction.
- Prioritises workload and is able to deal with changing requirements.
- Takes personal responsibility to ensure continuous professional development of skills and knowledge.
- Seeks and analyses feedback and takes positive action.
- Keeps candidates and employers updated on progress
- Aims to deliver agreed targets to timescale

- Manages candidate and employer expectations diplomatically and tactfully
- Pursues service excellence in line with college vision, commitments and standards
- Takes responsibility for following through on enquiries
- Supports and promotes a student focused culture.

Person Specification

Criteria	Essential	Desirable
Qualifications	Relevant qualification in childcare at SVQ Level 4 or equivalent (SCQF Level 9) OR have comparable knowledge and experience in the relevant industry	- A1 Assessor Award - V1 Verifiers Award
Experience	- Understanding of SVQ assessments - Recent and relevant experience of working in the childcare sector	- Experience in SVQ assessing - Experience in SVQ internal verifying
Knowledge & Skills	- Effective communication skills, oral and written - Effective interpersonal skills - Ability to problem solve - Ability to relate to students of all ages - Ability to work independently and as part of a team - Ability to work flexibly	- Able to create a motivating learning environment and programmes of work which take account of individual learner needs - Experience in the development and evaluation of learning and assessment materials - Evidence of participation in CPD - Ability to communicate in Gaelic
Personal Qualities*	- Ability to prioritise and meet deadlines - Self-motivated and enthusiastic - Team Player - Ability to act as ambassador for the College in high level external contexts - Ability to manage own workload. - Also: see personal attributes framework	Enjoys new challenges
Other	- Commitment and ability to undertake and/or continue professional development in a relevant discipline - Clean driving licence - Be willing to work flexible hours when necessary to meet requirements of the post - Be willing to regularly travel on College business, between centres, UHI and within the Highlands. - Satisfy appropriate Disclosure Scotland checks	

*Please note that the personal qualities, whilst desirable, will not be considered when shortlisting in line with the essential criteria for the role.

KEY TERMS AND CONDITIONS OF EMPLOYMENT

Hours of Work	This post is on a casual as and when required basis but you may be required to work additional hours to meet service requirements. The normal full-time working week is one of 35 hours.
Salary	The salary for this post is on Support Scale Point 21, (£31,458 per annum) pro-rata. Plus Islands Allowance if based in Stornoway
Holidays	You will be entitled to pro-rata leave entitlement for a complete year worked.
Location	The position will be based primarily at any of our UHI NWH Campus's, but you may be required to work in any campus of UHI North, West and Hebrides.
Pension	You will be contractually enrolled into the Local Government Superannuation Scheme. Further details are available upon appointment.
References/ Medical Assessment/ PVG Check	For external candidates' appointment will be subject to references and a PVG check, which will be taken up after an offer has been made.

UHI North, West and Hebrides, an equal opportunities employer, is a registered charity which exists to provide Further and Higher education.

