

## **Job Description**

<b>Job title:</b>	<b>e-Learning Access HE Assessor/IQA</b>
<b>Salary:</b>	<b>Per unit</b>
<b>Department:</b>	<b>E-Learning</b>
<b>Reporting to:</b>	<b>Head of Partnerships and ELearning</b>
<b>Location:</b>	<b>ESCG or working from home</b>

### **Overall Purpose:**

Assess on a range of applicable e-learning Access HE programmes the post holder will assess and support learners on Access Diploma courses ensuring that they meet the standards needed to achieve their qualifications.

### **Accountabilities:**

1. Be responsible for the assessment of an agreed caseload of e-learning students to ensure that they are supported to achieve their qualification and progression onto Higher Education.
2. Be responsible for communication via email, phone or messaging via the VLE system to maintain student's participation on their programmer.
3. To provide assessment and draft feedback to students within 5 working days of the submission.
4. To provide students' feedback on referred assignments within 3 working days to enable the students to resubmit, and then assess resubmitted work.
5. To respond to messages/emails from students within 2 working days.
6. To liaise with the E-Learning compliance Officer on a regular basis to ensure any students at risk are identified at an early stage and intervention strategies are in place to support disengaged students.
7. Contribute, as part of the course team, towards the implementation of student action plans and ensure all tracking documentation for student progress is provided in a timely manner.
8. To provide academic UCAS references for learners in accordance with the college application process.
9. Work with a caseload of e-learning students; encourage student-centered, active learning and provide appropriate pastoral care.

10. Negotiate individual learning programmes with learners and College staff to ensure clarity of objectives and achievement of standards.
11. Assess, monitor and maintain all learner records, including assessment planning, review and feedback, making effective use of appropriate technology. Ensure the integrity and availability of the learner record for both the learner and the College, highlighting any issues, which may impact on achievement. Contribute towards the implementation of learner action plans, tracking documentation, profiles, portfolios and records of achievement.
12. Support the IQA/standardisation process as part of the delivery team. Complete an agreed sample percentage on a monthly basis.
13. Ensure that all administration and learner records are kept up to date and stored in an appropriate secure environment to meet statutory requirements and awarding body standards.
14. Input into the induction process for new learners and maintain ongoing feedback.
15. Support the learner by maximising opportunities to enable him/her to build confidence and fulfil their potential in preparation for progression onto Higher Education.
16. Ensure that the learners' work is fully assessed and complete, and presented for internal / external verification in accordance with the appropriate schedule.
17. Attend course team meetings, standardisation meetings, course reviews and other meetings as agreed with your manager. Attendance at monthly standardised meetings in Hastings or via Teams.
18. Undertake and contribute to quality assurance procedures in accordance with the College's approved systems and centre requirements to meet awarding body requirements.
19. Contribute to and support mentoring for new online tutors joining the team
20. Carry out other such duties as may reasonably be required by the college.

### **Other Duties**

1. The post holder will be required to encompass the use of information and learning technology (ILT) as appropriate to his/her level of responsibility.
2. Comply with and implement as appropriate, all College policies and procedures with particular reference to Equal Opportunities, Quality, Health and Safety, and Safeguarding.
3. Take a full part in the College staff development programme including the appraisal scheme.

**Please note**

This job description reflects the principal accountabilities of the post and identifies the level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out after consultation with the post holder.

