BORDERS COLLEGE
JOB DESCRIPTION

Job Title	Tutor/Assessor – Health & Social Care

Post Holder	

Accountable To	Head of Sector

Responsible For	Delivery of SVQs in agreed subject areas

Department	Health, Care Supported Programmes & Sport

Overall Purpose of Job

To assess and promote SVQs and deliver support and training to the candidates.

Main Duties and Responsibilities

To ……………………………….
- assist candidates to complete funding paperwork to ensure appropriate funding is secured
- deliver comprehensive inductions to candidates
- engage in all aspects of the assessment cycle (planning, assessment, review and feedback)
- provide tutorials / training sessions on topics related to Scottish Vocational Qualifications / Modern Apprenticeships
- attend and contribute to team meetings, standardisation and moderation meetings
- comply with reporting processes of candidate progress (monthly to line manager and to employer as required)
- share knowledge and best practice with other members of the team
- attend at internal and external meetings as required
- undertake Personal and Professional Development
- adopt flexible working methods to meet the changing needs of the College
- develop and maintain high quality standards appropriate to the post
- develop and maintain professional standards and expertise by undertaking relevant professional development
- Attend internal and external meetings and networking events as required

To demonstrate appropriate Competency and Behaviours:

- Promote and comply with legislation including Health and Safety, Equalities and Inclusion, General Data Protection Regulation, Prevent and Safeguarding
- Comply with College policies, procedures and the decisions of the College.
- Conduct yourself at all times in line with our college values and behaviours
- Comply with College Policies and Procedures relating to Staff and Students

Quality Assurance:
- To comply with internal systems for quality including Internal Verification, audits, Approvals.

- To comply with external systems for quality including External Verification, audits.

Customer Service:
- To work to the principles of customer service through the delivery of high quality, efficient service.
- To meet Borders College's contractual obligations for delivery of all services and training to customers.

Programme/Product Development:
- To assist in the development of Scottish Vocational Qualifications and delivery resources
- To ensure the programme of delivery meets the needs of the customer

Health and Safety:
- To ensure safe and healthy environments for all candidates, staff and visitors
- To adhere with Borders College's Health and Safety policies, procedures and systems

Finance:
- To meet agreed targets and milestone as identified by line manager
- To report on financial targets monthly as required by funders

Professional Development:
- To maintain high quality continuous professional development activities within area of expertise
- To maintain accurate, up to date CPD records.

You may also be required to:

- To support the work of the College in terms of recruitment, marketing and resourcing as required

- Undertake any other duties appropriate for the efficient and effective management of the College as directed

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The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed ……………………… Date
(Staff Member)

Signed …………………………………………….. Date ………………………
(Line Manager)

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JOB & PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
SCQF Level 7 in Social Services and Healthcare or equivalent (this may be an SVQ 3 in Health and Social Care/Degree in Social Work or similar/Nursing Qualification plus experience in social care sector)	Essential
Appropriate Assessor/Verifier qualifications	Desirable
SCQF Level 9 in Health and Social Care or equivalent	Desirable

KNOWLEDGE	Essential or Desirable
Knowledge of SVQ delivery process and assessment strategy for agreed subject area	Desirable
Comprehensive knowledge of subject area	Essential

EXPERIENCE	Essential or Desirable
Experience in agreed subject area at an appropriate level	Essential

INTERPERSONAL SKILLS AND ABILITIES	Essential or Desirable
Ability to develop positive working relationships with individuals at all levels (internal and external) and to promote the College	Essential
Ability to impart knowledge to others effectively	Essential

OTHER ABILITIES/QUALITIES	Essential or Desirable
Effective prioritisation and organisational skills	Essential
Able to plan ahead and anticipate support needs	Essential
Capacity to work under pressure	Essential
Ability to work effectively within a team	Essential
E-literate and competent in developing, administering and using PC and associated networks and systems to acquire, manipulate and disseminate information	Essential
Have a strong sense of purpose and the drive to achieve agreed goals	Essential
Ability to maintain a tidy and organised workspace	Essential
Ability to work in isolation and manage own time	Essential

ATTITUDES AND BELIEFS	Essential or Desirable
Commitment to continuous professional development	Essential
Commitment to high professional and personal standards of work and conduct	Essential
A personal commitment to keeping your professional knowledge up to date and improving your capabilities. Formally recording your learning to show that you are actively committed to the development of your career	Essential

WORK-RELATED CIRCUMSTANCES	Essential or Desirable
The ability to be flexible and provide support to other team members	Essential