



## HARMENY EDUCATION TRUST LIMITED

### JOB DESCRIPTION

#### SVQ ASSESSOR

**Responsible to:** Service Manager (Learning and Development)

**Main Objective of the Position:** To carry out the assessment of SVQ candidates undertaking the regulated vocational qualification at SCQF 6, 7, 9. The post holder will be committed to support candidates in achieving the highest standards in learning and development. To ensure SVQ candidates and colleagues are supported to meet and maintain standards as per Harmeny SQA Centre Assessment Strategy, Guidance and Quality Assurance Frameworks.

#### Key Responsibilities:

1. To promote a positive ethos consistent with Harmeny Education Trust Vision, Purpose and Core Values.
2. To ensure the SQA Centre is working in line with the organisation's Strategic Plan, as well as relevant policies and procedures.
3. To contribute to development of systems and procedures consistent with advances and changes in the SQA Quality Assurance Framework.
4. To maintain excellent communication with the Harmeny SQA Centre staff team, external customers and candidates undertaking a qualification within the centre.
5. To manage a caseload of candidates working towards their SVQ qualification, and to produce recording documentation for each candidate's learning journey, including providing active support for learning.
6. To regularly visit/ observe candidates in their place of work to gather evidence towards their SVQ qualification and to ensure each candidate is provided with sufficient opportunity to achieve their award by the expected completion date.
7. Provide monthly reports on candidate progress, maintaining accurate and timely records and feedback using assessment centre's recording processes
8. To submit and provide, in a timely manner, all evidence for internal and external verification processes in line with the centre's internal verification procedures.
9. To attend standardisation meetings and take part in online standardisation discussions through Harmeny SQA Centre's Moodle site.
10. To undertake any other duties delegated by the Service Manager (Learning and Development) and/or the Head of HR and Workforce Development, consistent with the role of the SVQ Assessor.

## PERSON SPECIFICATION

### SVQ Assessor

#### Applicants should be able to offer the following essential requirements:

- A relevant recognised Assessor Award: A1, D32/D33, L&D9DI.
- Educated to at least HNC/SVQ SCQF Level 7 in Social Services or equivalent, and hold a registrable qualification acceptable to the SSSC for the area and level of practice being assessed, and have knowledge and experience of the regulation, legislation SSSC codes of practice.
- Be occupationally competent and experienced within the setting you would be assessing in.
- Have knowledge of, and fully understand the SQA candidate assessment process, including induction to awards, assessment planning, observation, timescales for completion and holistic assessment of candidate evidence.
- Excellent planning and organisational skills, including the ability to produce clear, timely reports and accurate financial records.
- Ability to work with high volumes of customers and communicate in a professional manner with a wide range of agencies and individuals.
- Knowledge and understanding of resources relevant to qualifications offered by the centre.
- Excellent communication skills, both written and oral.
- A team player with a methodical approach to work who is proactive and prepared to take the initiative.
- A diplomatic, courteous and professional manner with a desire for continuous improvement.
- A positive and supportive attitude to children, staff and candidates.
- A commitment to continuous professional development, including recording of and submitting own CPD update to the centre on a yearly basis
- Capacity to be self-motivated and self-directed
- Full driver's licence and access to a car is required
- Able to work flexibly including occasional evenings and weekends.

#### Desirable

- Be educated to SCQF Level 9 in Social Services or equivalent.
- Experience of teaching or training in the relevant area, or teaching and training qualifications