

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	Tutor / Assessor
Post Holder	
Accountable To	Vocational Manager
Responsible For	Delivery of SVQs in agreed subject areas
Department	Business Development Unit

Overall Purpose of Job
<ul style="list-style-type: none"> To assess and promote SVQS and deliver support and training to candidates
Main Duties and Responsibilities
<ul style="list-style-type: none"> To market and promote the provision of the Business Development Unit to new and existing customers To assist candidates to complete funding paperwork to ensure appropriate funding is secured To deliver comprehensive inductions to candidates To engage in all aspects of the assessment cycle (planning, assessment, review and feedback) To provide tutorials / training sessions on topics related to Scottish Vocational Qualifications / Modern Apprenticeships To attend and contribute to team meetings, standardisation and moderation meetings To comply with reporting processes of candidate progress (monthly to line manager and to employer as required) To share knowledge and best practice with other members of the team
Quality Management
<ul style="list-style-type: none"> 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
<ul style="list-style-type: none"> To work to the principles of customer service (World Host) 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
<ul style="list-style-type: none"> To assist in the development of Scottish Vocational Qualifications and delivery resources To ensure the programme of delivery meets the needs of the customer

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Equal Opportunities

- To ensure that Borders College's Equal Opportunities policy and procedures are adhered to.

Health & 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

Other Accountabilities

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

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)

PERSON SPECIFICATION

QUALIFICATIONS	Essential or Desirable
L&D9DI or A1 or D32 /33	D
Relevant Qualification in agreed subject areas	E

KNOWLEDGE	Essential or Desirable
Good working knowledge of SVQ delivery	D
Sound knowledge of assessment strategy for agreed subject areas	D
ICT skills (Microsoft Word / Excel / Outlook)	E

EXPERIENCE	Essential or Desirable
Substantial experience of working in relevant sector	E
Proven track record of team working	E
Experience of working independently	E

INTERPERSONAL SKILLS & ABILITIES	Essential or Desirable
Ability to impart knowledge to others effectively	E
Ability to communicate with others in a variety of formats	E

OTHER ABILITIES/QUALITIES	Essential or Desirable
Ability to travel to meet candidate needs	E
Self- motivated and flexible	E
Reliable	E
Good organisational skills	E
Positive	E
Enthusiastic	E
Ability to market and promote provision	E