

Job Description and Person Specification

Job Title Assessor

Job Details	
Grade	6
Service	Skills, Employment & Adult Education Service
Location	Southfields Old School / Broad Street Centre / Telfer Road
Job Evaluation Code	A6134

Coventry City Council Values
<p>We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose

Responsible for evaluating learner competence against specified standards, the Assessor ensures that learners achieve their qualifications through fair, consistent, and robust assessment processes. The Assessor works closely with teaching staff, learners, and internal quality assurance teams to enhance learning experiences and outcomes.

Key Responsibilities and Accountabilities

Assessment Planning and Delivery:

- Plan and conduct assessments in accordance with awarding organisation guidelines and qualification requirements.
- Develop and implement assessment plans, ensuring they are clear, concise, and accessible to all learners.
- Use a variety of assessment methods, including observations, interviews, and portfolio evaluations, to assess learner competence.
- Adhere to the Awarding Organisations assessment specification in the judgement of evidence towards an award.
- Engage with employers, community organisations, and other stakeholders to understand industry standards and requirements.
- Collaborate with teaching staff to integrate assessment activities into the overall learning experience.

Learner Support:

- Support learners in preparing for assessments, offering guidance and resources to aid their learning journey.
- Show clear evidence of marking in all assessed tasks, providing formative and summative feedback which will support learner progress and development.
- Adapt assessment methods to meet the diverse needs of learners, ensuring accessibility, inclusivity and cultural sensitivity.

Quality Assurance:

- Work collaboratively with Internal Quality Assurers (IQA) to ensure assessments are consistent, fair, and aligned with quality standards.
- Participate in standardisation meetings to maintain consistency in assessment practices and criteria interpretation.

Documentation and Record Keeping:

- Maintain accurate and up-to-date records of assessments, feedback, and learner progress in line with data protection regulations.
- Use valid and most current assessment paperwork from the relevant Awarding Organisation
- Prepare and submit reports on learner achievements and assessment activities to relevant stakeholders.

The post holder must comply with Coventry City Council's health and safety policy and in particular:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular:

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equality, Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Key Relationships			
External:	West Midlands Combined Authority (WMCA) OFSTED Awarding Organisations	Internal:	Skills, Employment & Adult Education (e.g. Learner Services Delivery Managers, Quality & Business Manager, Job Shop) Regeneration and Economy Directorate Marketing & Communications

Standard Information
<p>Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.</p> <p>Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.</p> <p>Smoke Free</p> <p>The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.</p> <p>Training</p> <p>The postholder must attend any training that is identified as mandatory to their role.</p>

Responsible for
<p>Staff managed by postholder:</p> <p>n/a</p>

Person Specification	
Requirements	
Knowledge	<ul style="list-style-type: none"> Understanding of assessment principles and practices, including formative and summative assessment.
Knowledge	<ul style="list-style-type: none"> Understanding of Awarding Organisation guidance
Knowledge	<ul style="list-style-type: none"> Understanding of Adult & Community Education landscape

Skills And Ability	<ul style="list-style-type: none"> Using digital tools and platforms for assessment and record-keeping
Skills And Ability	<ul style="list-style-type: none"> Organisational skills, with the ability to manage multiple assessments and deadlines.
Skills And Ability	<ul style="list-style-type: none"> Ability to provide constructive feedback and support learners to achieve their full potential
Skills And Ability	<ul style="list-style-type: none"> Ability to evaluate programmes against performance criteria and make recommendations for future action
Skills And Ability	<ul style="list-style-type: none"> Ability to work collaboratively as part of a team and independently with minimal supervision
Skills And Ability	<ul style="list-style-type: none"> Ability to work in line with the City Council's Corporate Policies and Procedures.
Experience	<ul style="list-style-type: none"> Assessing in a vocational or educational setting, ideally within adult & community learning programmes.
Experience	<ul style="list-style-type: none"> Working within adult and community education setting
Experience	<ul style="list-style-type: none"> Assessing learner competence using a variety of assessment methods.
Experience	<ul style="list-style-type: none"> Working with diverse learner groups, including adults returning to education
Qualification	<ul style="list-style-type: none"> Minimum Level 3 Certificate in Assessing Vocational Achievement (CAVA) or equivalent, such as the A1 Award or TAQA Level 3.
Qualification	<ul style="list-style-type: none"> Relevant teaching qualification, such as a PGCE, Cert Ed, or Level 3 Award in Education and Training
Qualification	<ul style="list-style-type: none"> Relevant subject-specific qualifications at Level 3 or above, depending on the area of assessment
Special Requirements	<p>This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS - Data Enhanced and Barred – Children Workforce is required for this role. Keeping Children Safe in Education 2024)</p>

Disclosure and Barring Service (DBS)
<p>Does the role require a DBS check? Yes</p> <p>Find out which DBS check is right for your employee - GOV.UK</p>
<p>And if so, which type?</p>

Basic Check <input type="checkbox"/>	Standard Check <input type="checkbox"/>	Enhanced Check <input type="checkbox"/>	Enhanced + barred list check <input checked="" type="checkbox"/>
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Declaration			
Reviewed/Created By:	Howard Croft		
Job Title:	Senior Curriculum & Operations Manager	Date:	11/12/2025