

# The assessor's job description

<b>Job title</b>	Assessor
<b>Responsible to:</b>	The IQA
<b>Responsible for:</b>	Assessing xyz qualifications

## Job purpose:

1. To identify the development and assessment needs of learners for their chosen qualification route
2. To plan and facilitate the learning required, review progress and carry out formative and summative assessment to enable achievement of qualification(s)
3. To work within policies and procedures and provide information for internal quality assurance as required.

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## Duties:

- Identify the learner's objectives, motivation to learn and any requirements relevant to the learning needs analysis
- Review and recognise the learner's previous learning and achievements, evaluating these against relevant objectives and requirements
- Give the learner constructive and realistic feedback on their expectations and possible learning and development opportunities
- Agree and prioritise the learner's learning needs and develop an individual learning plan with targets and dates for achievement
- Identify the purpose and outcomes of specific learning and development opportunities in relation to agreed goals
- Identify how specific learning and development opportunities will be delivered and/or facilitated and managed

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- Ensure learners understand the purpose, requirements and processes of assessment
- Plan assessment to meet requirements and learner needs
- Use valid, fair, reliable and safe assessment methods
- Identify and collect evidence that is:
  - valid
  - authentic
  - sufficient
- Make assessment decisions against specified criteria
- Provide feedback to the learner that affirms achievement and identifies any additional requirements
- Maintain required records of the assessment process, its outcomes and learner progress
- Work with others to ensure the standardisation of assessment practice and outcomes.

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## Continuing professional development

- Review and evaluate own skills, knowledge and practice against available information
- Prioritise areas for development and plan how learning and development will be achieved
- Inform relevant individuals and use appropriate systems to report and address factors that impact negatively on own practice
- Access development needed to carry out own work more effectively and continually use a range of resources to keep own knowledge, skills and practice up to date

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- Keep records of own actions, development plans and progress, and use them to support and inform ongoing reflective practice
- Apply new knowledge and skills to consolidate learning, improve own practice, and review the effectiveness of newly acquired knowledge and skills
- Share knowledge, skills and improvements to practice with colleagues where it is likely to be of benefit
- Maintain agreements about confidentiality.

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