

JOB DESCRIPTION

POST TITLE	:	Part Time Hourly Paid Business Assessor
SCALE	:	Support Scale
SALARY	:	Up to £19.67 per hour
RESPONSIBLE TO	:	Head of Division

Main Purpose of the Post

We are seeking a highly motivated and experienced Business specialist to join our team as an Assessor. The successful candidate will work closely with learners and curriculum teams to support achievement across Business programmes, providing high-quality assessment, feedback and guidance to help learners reach their full potential.

The role will require experience in assessing and marking Business qualifications, including NCFE and BTEC programmes, ensuring assessment decisions are accurate, consistent and meet awarding body requirements. You will support learners through their studies, providing constructive feedback, monitoring progress and maintaining high standards of quality assurance.

To be effective in this role, you will possess excellent subject knowledge within Business and a strong understanding of assessment practices in further education. You will have experience of delivering fair, timely and developmental feedback, be confident using online learning platforms, and demonstrate a commitment to supporting learner success through flexible and inclusive approaches.

Responsibilities

- Assess and mark learner work across NCFE and BTEC Business qualifications in line with awarding organisation requirements and agreed service standards.
- Provide clear, constructive and developmental written feedback that supports learner achievement and progression.
- Ensure assessment decisions are accurate, fair, consistent and fully evidenced.
- Complete marking and assessment activities within agreed timescales.
- Maintain accurate assessment records using college systems and online learning platforms.
- Participate in standardisation, moderation and quality assurance activities as required.
- Liaise effectively with curriculum teams, lead internal quality assurers and managers regarding assessment decisions and learner progress.

- Maintain current knowledge of Business qualifications, awarding body requirements and sector developments.
- Identify any concerns regarding learner progress, academic integrity or additional support needs and escalate these appropriately.
- Promote and uphold safeguarding, Prevent, equality, diversity and inclusion within all aspects of the role.
- Comply with College policies, awarding organisation regulations, quality assurance requirements and data protection legislation.
- Undertake relevant professional development to maintain subject expertise and assessment competence.
- Carry out assessment and marking activity on a flexible, as-required basis, according to business needs.
- Undertake such other duties commensurate with the nature and grade of the post as may reasonably be required.

HOURS:

Hours will be offered on an ad hoc, as-required basis to meet curriculum and business needs. There are no guaranteed hours, and work will be allocated based on learner numbers, assessment requirements and operational demand.

PERSON SPECIFICATION

POST: Part Time Hourly Paid Business Assessor

DIVISION: BPS

<u>QUALIFICATIONS</u>		Essential/ Desirable	To be identified by:
1	Possess an appropriate Level 3 qualification in the relevant subject	E	Application form
2	Possess or be willing to work towards an appropriate Health & Safety qualification if required	E	Application form/ Interview
3	Possess or be willing to work towards an appropriate Assessor qualification within a specified timescale	D	Application form/ Interview
4	Hold a teaching qualification or relevant professional qualification	E	Application form/ Interview

KNOWLEDGE

1	Knowledge of NCFE and/or BTEC Business qualifications and assessment requirements	E	Application form/ Interview
2	Computer literate and proficient in using software applications including f IT systems, Microsoft Office and online learning platforms	E	Application form/ Interview
3	Knowledge of assessment and quality assurance processes within Further Education	E	Application form/ Interview
4	Awareness of Safeguarding Legislation	E	Application form/ Interview

EXPERIENCE

1	Experience of assessing and/or marking learner work within Business qualifications	E	Application form Interview
---	--	---	-------------------------------

2	Experience of assessing NCFE and/or BTEC business Programmes	E	Application form/ Interview
3	Experience of providing constructive written feedback to support learner achievement	E	Application form/ Interview
4	Experience of working within a Further education or post-16 learning environment	E	Application form/ Interview

PERSONAL

1	Excellent written and verbal communication skills	E	Interview
2	Ability to work independently and manage competing priorities	E	Interview
3	Excellent organisational and time management skills	E	Interview
4	Commitment to high standards of assessment Practice and learner success	E	Interview
5	Commitment to ongoing professional development	E	Interview

STANDARD COLLEGE REQUIREMENTS

1	Commitment to College's Single Equality and Health & Safety Policies	E	Interview
2	Commitment to the delivery of excellent support to our students	E	Interview
3	Enthusiasm for the role of further education in building futures and changing lives	E	Application form/ Interview
4	The College is committed to safeguarding and expects all staff to share that commitment	E	Application form/ Interview/DBS/ References

5	Regular and Reliable Service (the College does not wish to appoint individuals with a high sickness record where there is no underlying medical reason)*	E	References/ Occupational Health Assessment
---	---	---	--

**Note this does not affect any individual's rights under the Equality Act. The College wishes to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled applicants who meet the essential criteria will be guaranteed an interview.*