

Job Title: Assessor

Salary: BS 26 – 29 (BAR) 30 - 33

Reports to: Curriculum Area Manager

JOB DESCRIPTION

Key Responsibilities:

- To lead work-based training and assessment of a cohort of learners, ensuring that learners complete their enrolled qualifications and targets within the specified timeframe.
- To ensure learners are given a thorough induction to their formal qualifications and other obligations such as WEST, Welsh etc.
- To ensure learners and employers are aware of the necessary workplace requirements needed to achieve the qualifications.
- To ensure all necessary documentation and evidence is collected prior to learner starting on programme.
- To ensure all learners have a recorded visit or contact every calendar month.
- To assess qualifications in line with current best-practice and Awarding Organisation standards.
- To facilitate relevant underpinning knowledge to fill candidate skills gaps as appropriate.
- To use the electronic portfolio system (Maytas Hub) provided by the college to record learners' evidence for qualifications and to track learner progress against their qualifications and;
 - To ensure SMART targets are set for progress on all vocational qualifications
 - To provide written evaluative feedback on learners work in a timely manner
 - To ensure learners' ALN needs are recorded and appropriate support is used or requested
 - To promote the use of Welsh in the workplace with employers and to set SMART targets on for learners to improve their use of Welsh in the workplace.
 - To ensure that every learner has a WEST initial assessment which is referred to regularly on Maytas Hub.
 - To set regular SMART targets for learners to improve their skills in Communication, Literacy and Digital Literacy.
 - To ensure that all learners regularly use WEST to measure their improvement in each of the above skills.
 - To facilitate all learners' understanding of PREVENT themes is improved on a regular basis.
 - To report progress against all the above on a regular basis
 - To ensure all digital reviews are authenticated and compliant in accordance with current B-WBL guidance. All SMART Targets must be set against the appropriate objective in "Update Plan".
- To ensure Employers of Apprentices are informed of progress against all the above targets and attendance at classes on a regular basis and and at least every 61 days.
- To ensure learner and employer satisfaction data are captured] via the appropriate survey mechanism set out by B-WBL.
- To ensure all learners are aware of their obligation to complete Essential Skills Qualifications – and to liaise with relevant College staff to arrange attendance at classes or workshops.
- To work closely with the Line Manager on all aspects of provision and to attend regular team meetings.

- To ensure evidence is available for IQA as laid down in the relevant IQA strategy.
- To perform IQA sampling in line with IQA strategy.
- To deliver workshops as / when applicable, by negotiation with the Line Manager, ensuring training meets standards as set by college and awarding bodies.
- To encourage the use of College facilities by both candidates and employers.
- Maintain regular communication with clients to ensure good relationships.
- Act as a conduit between employers and the College ensuring that all business leads are referred to their Line Manager.

General Responsibilities

- To operate within budget constraints, and secure financial control and value for money in all activities.
- To contribute to a culture of continuous improvement.
- To demonstrate behaviours that are consistent with an open, inclusive and participative management style.
- To proactively ensure ongoing competence in the job role by participating in professional development activities
- To comply with all mandatory training requirements including cross-College and those specific to the job role
- To comply with all cross-College Policies and Procedures and take specific responsibility for the College's commitment to maintaining a safe and healthy working environment.
- To carry out any other duties commensurate with position, qualifications and experience.
- To keep up to date with all relevant specialist information and developments – including legislation – and assess impacts, ensuring appropriate dissemination or implementation.
- To participate in relevant industrial opportunities as identified by the line manager.
- To work to the highest professional standards in accordance with the Staff Code of Conduct and to comply fully with the College's commitment to equality and diversity.
- All College employees are required to safeguard and promote the welfare of children and vulnerable adults.
- To adhere to the College's Data Protection Policy and Electronic Communications guidance including email and internet usage.
- To take reasonable care of your own health and safety, and of the safety of other people in accordance with College policies and procedures.
- To comply with the requirements of the Welsh Language Standards and contribute towards facilitating language choice within the College's service and curriculum provision.

The College is committed to the promotion of Education for Sustainable Development and Global Citizenship (ESDGC), the Welsh language, Equality and Diversity, Essential Skills, Health, Safety, Safeguarding, Wellbeing and the Environment.

Mae'r Coleg wedi ymrwmo i hyrwyddo Addysg ar gyfer Datblygiad Cynaliadwy a Dinasyddiaeth Fyd-eang (ADCDF), yr iaith Gymraeg, Cydraddoldeb ac Amrywiaeth, Sgiliau Hanfodol, Iechyd, Diogelwch, Diogelu, Lles a'r Amgylchedd.

PERSON SPECIFICATION

Selection Criteria	Essential	Desirable	Method of Assessment
Qualifications & Training	<ul style="list-style-type: none"> • Relevant occupational qualification at an appropriate level. • If not held, be willing to work towards and successfully achieve a TDLB D32, D33/A1/TAQA qualification within an agreed timescale. • General education to minimum level 2 or above to include English, Maths and IT 	<ul style="list-style-type: none"> • TDLB D32, D33/A1/TAQA • Hold an Internal Verification qualification 	<ul style="list-style-type: none"> • Application Form
Knowledge & Experience	<ul style="list-style-type: none"> • Experience of assessing work based practice • Experience of working in an appropriate professional field • Understanding of the QCF Diploma framework 	<ul style="list-style-type: none"> • Experience of the QCF Diploma framework 	<ul style="list-style-type: none"> • Application Form/ Interview
Skills & Abilities	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Able to work accurately towards targets and deadlines. • Excellent organisational skills 	<ul style="list-style-type: none"> • Ability to meet and greet in welsh for the purpose of providing customer service. 	<ul style="list-style-type: none"> • Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to work effectively with students, staff and external customers • Approachable, flexible and professional manner • Able to use initiative at all times 		<ul style="list-style-type: none"> • Interview
Special Requirements	<ul style="list-style-type: none"> • Ability to make own arrangements to travel to specific off-site venues. • Suitable to work with children and vulnerable adults. 		<ul style="list-style-type: none"> • Application Form/ Interview

Teitl Swydd: Asesydd

Cyflog: BS 26 – 29 (BAR) 30 - 33

Yn Adrodd i: Rheolwr Maes Cwricwlwm

DISGRIFIAD SWYDD

Cyfrifoldebau Allweddol:

- I arwain hyfforddiant yn seiliedig ar waith a asesiad o garfan o ddysgwyr, gan sicrhau bod dysgwyr yn cwblhau eu cymwysterau a'u targedau o fewn amserlen penodedig.
- I sicrhau bod dysgwr yn cael anwythiad trylwyr i'w cymhwyster ffurfiol ag oblygiadau eraill megis WEST, Cymraeg a.y.b.
- I sicrhau bod dysgwyr a cyflogwyr yn ymwybodol ofynion angenrheidiol yn y gweithle i gyflawni cymwysterau.
- I sicrhau bod pob dogfennaeth a thystiolaeth wedi'i gasglu cyn i'r dysgwr ddechrau ar y rhaglen.
- I sicrhau bod pob dysgwr yn cael ymweliad neu gyswllt wedi'w gofnodi pob mis calendr.
- I asesu cymwysterau yn ôl arfer da cyfredol a safonau'r corff gwobrwyo.
- I hwyluso wybodaeth craidd perthnasol priodol i lenwi bylchau sgiliau'r ymgeiswyr lle bo'n briodol.
- I ddefnyddio system portffolio electronig â ddarperir gan y Coleg (Hwb Maytas) i gofnodi tystiolaeth y dysgwyr am gymwysterau ac i ddilyn cynnydd yn erbyn eu cymwysterau a;
 - I sicrhau bod targedau SMART yn cael eu gosod am gynnydd ar bob cymhwyster galwedigaethol
 - I ddarparu adborth dadansoddol ar waith dysgwyr yn brydlon
 - I sicrhau bod anghenion dysgwyr ag ADY wedi'w cofnodi a bod cymorth yn cael ei ddefnyddio a'i ofyn amdano
 - I hybu defnydd Cymraeg yn y gweithle gyda chyflogwyr a gosod targedau SMART i ddysgwyr wella eu Cymraeg yn y gweithle.
 - I sicrhau bod pob dysgwr yn cael asesiad WEST cychwynnol sy'n cael ei gyfeirio iddo ar Hwb Maytas
 - I osod targedau SMART yn reolaidd i ddysgwyr i wella eu sgiliau Cyfathrebu, Llythrennedd a Llythrennedd Digidol.
 - I sicrhau bod dysgwyr yn defnyddio WEST yn reolaidd i fesur eu gwelliant ym mhob maes uchod.
 - I hwyluso dealltwriaeth dysgwyr o themâu PREVENT yn gwella yn reolaidd.
 - I gofnodi cynnydd yn erbyn yr uchod yn reolaidd
 - I sicrhau bod pob adolygiad digidol yn cael eu dilysu ac yn cydymffurfio gyda canllawiau cyfoes B-WBL. Rhaid i bob targed SMART gael ei osod yn erbyn amcan priodol yn y "Cynllun Diweddar"
- I sicrhau bod Cyflogwyr Hyfforddai yn cael ei hysbysu o gynnydd yn erbyn pob targed uchod a phresenoldeb mewn dosbarthiadau yn reolaidd ac o leiaf pob 61 diwrnod.
- I sicrhau bod data boddhad dysgwyr a chyflogwyr yn cael ei gasglu drwy fecanwaith arolwg priodol wedi'w osod drwy'r B-WBL.
- I sicrhau bod dysgwyr yn ymwybodol o'u oblygiadau i gwblhau Cymwysterau Sgiliau Hanfodol – ac i weithio gyda staff Coleg perthnasol i drefnu presenoldeb mewn dosbarthiadau neu weithdai.

- I weithio'n agos gyda Rheolwr Llinell ar bod agwedd o ddarpariaeth a i fynychu cyfarfodydd tîm rheolaidd.
- I sicrhau bod tystiolaeth ar gael am IQA fel y gosodir yn strategaeth IQA perthnasol.
- I berfformio samplu IQA fel y nodir yn strategaeth IQA.
- I gyflwyno gweithdai fel / pan fo'n berthnasol, drwy drafod gyda'r rheolwr Llinell, yn sicrhau bod hyfforddiant yn cyrraedd safon gosodir gan y coleg a'r cyrff gwobrwyo.
- I hybu defnydd o gyfleusterau'r coleg gan yr ymgeiswyr a'r cyflogwyr.
- I gynnal cyfathrebu reolaidd gyda chleientiaid i sicrhau perthynas dda.
- I weithio fel cyswllt rhwng cyflogwyr a'r Coleg gan sicrhau bod pob arweinydd busnes yn cael ei cyfeirio i'w reolwr llinell.

Cyfrifoldebau Cyffredinol

- I weithredu o fewn cyfyngiadau'r cyllideb, a sicrhau rheolaeth ariannol a gwerth arian ym mhob gweithred.
- I gyfrannu i ddiwylliant gwelliant parhaus.
- I ddangos ymddygiad cyson gyda rheolaeth agored, cynhwysol a chyfrannol,
- I sicrhau cymhwysedd yn y swydd yn rhagweithiol drwy cymryd rhan mewn gweithgareddau datblygiad proffesiynol.
- I gydymffurfio gyda gofynion hyfforddiant gorfodol gan gynnwys hyfforddiant ledled y Coleg a hyfforddiant sy'n penodol i'r swydd.
- I gydymffurfio gyda pholisïau a gweithdrefnau ledled y Coleg a chymryd cyfrifoldeb yn benodol am gynnal gweithle iach a diogel.
- I gario allan dyletswyddau yn gymesur â'r rôl, cymwysterau a phrofiad.
- I gadw i fyny gyda'r gwybodaeth a datblygiadau diweddaraf – gan gynnwys deddfwriaeth – ag asesu effaith, a sicrhau trosglwyddiad neu weithredu lle'n briodol.
- I gymryd rhan mewn cyfleoedd diwydiannol perthnasol fel yr adnabyddir gan y rheolwr llinell
- I weithio i'r safon proffesiynol uchaf yn unol a'r Côd Ymddygiad Staff a chydymffurfio'n llawn gyda ymrwymiad y Coleg i chydaddoldeb ac amrywiaeth.
- Mae'n ofynnol i bob aelod o staff y coleg i ddiogelu a hybu lles plant ag oedolion agored i niwed.
- I lynu i Bolisi Amddiffyn Data a Chyfathrebu Electronig y Coleg gan gynnwys e-bost a defnydd y rhyngwyd.
- I gymryd gofal rhesymol o'ch iechyd a diogel eich hunan, a diogelwch pobl eraill yn unol a pholisïau a gweithdrefnau'r Coleg.
- I gydymffurfio ag anghenion safonau'r Gymraeg a chyfrannu at hwyluso dewis iawn o fewn gwasanaeth a darpariaeth cwricwlwm y Coleg.

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MANYLEB PERSON

Meini Prawf Dethol	Hanfodol	Dymunol	Dull Asesu
Cymwysterau a Hyfforddiant	<ul style="list-style-type: none"> Cymhwyster galwedigaethol perthnasol ar lefel priodol. Os nad yw'r cymhwyster wedi'w ennill yn barod bod yn fodlon gweithio tuag at a chyflawni cymhwyster TDLB D32, D33/A1/TAQA o fewn cyfnod i'w gytuno. Addysg gyffredinol i o leiaf lefel 2 neu uwch gan gynnwys Saesneg, Maths a TG 	<ul style="list-style-type: none"> TDLB D32, D33/A1/TAQA Cymhwyster Gwirio Mewnol 	<ul style="list-style-type: none"> Ffurflen Gais
Gwybodaeth a Phrofiad	<ul style="list-style-type: none"> Profiad o asesu ymarfer yn seiliedig ar waith Profiad o weithio mewn maes proffesiynol priodol. Dealltwriaeth o'r fframwaith Diploma QCF 	<ul style="list-style-type: none"> Profiad o'r fframwaith Diploma QCF 	<ul style="list-style-type: none"> Ffurflen Gais / Cyfweliad
Sgiliau a Galluoedd	<ul style="list-style-type: none"> Sgiliau rhyngpersonol a chyfathrebu ardderchog Y gallu i weithio'n gywir tuag at dargedau a ddyddiau cau. Sgiliau trefnu ardderchog 	<ul style="list-style-type: none"> Y gallu gyfarch yn Gymraeg er mwyn darparu gwasanaeth cwsmer. 	<ul style="list-style-type: none"> Cyfweliad
Nodweddion Personol	<ul style="list-style-type: none"> Y gallu i weithio'n effeithiol gyda myfyrwyr, staff a chwsmeriaid allanol. Modd hawddgar, hyblyg a proffesiynol Y gallu i ddefnyddio fod yn flaengar o hyd 		<ul style="list-style-type: none"> Cyfweliad
Anghenion Arbennig	<ul style="list-style-type: none"> Y gallu i wneud trefniadau eich hunan i deithio i safleoedd penodol tu allan i'r Coleg. Bod yn addas i weithio gyda phlant a oedolion agored i niwed. 		<ul style="list-style-type: none"> Ffurflen Gais / Cyfweliad