

Capel Manor College

Casual Distance Learning Assessor

Job Description & Person Specification



JOB DESCRIPTION & PERSON SPECIFICATION

JOB DESCRIPTION

Post	Casual Distance Learning Assessor
Scale	Business and Learning Support
Grade	£13.62 plus holiday pay
Responsible to	Distance Learning Coordinator
Location	Remote
Contract	Casual

Key Responsibilities:

The Associate Distance Learning Assessor will support, guide and assess learners enrolled on our Level 2 distance learning programmes. The role focuses on providing high-quality assessment, constructive feedback, and learner support via our online learning system, ensuring that all learners are able to progress and achieve their qualification in line with awarding body standards.

Main Responsibilities:

- Assess and mark learner submissions for Level 2 distance learning qualifications, ensuring compliance with awarding body requirements.
- Provide clear, constructive, and timely feedback to learners through the online learning platform.
- Support learners remotely with academic guidance, clarifying assessment requirements, and encouraging progression.
- Monitor learner engagement and progress, highlighting concerns or barriers to the Distance Learning Coordinator.
- Ensure assessment decisions are consistent, fair, and in line with internal quality assurance procedures.
- Participate in standardisation and quality assurance activities as required.
- Maintain accurate assessment records in line with college and awarding body requirements

General Responsibilities:

1. Promote and implement all College policies, particularly those which refer to health & safety, equality of opportunity and Safeguarding young people and vulnerable adults
2. Participate in College programmes of staff appraisal and continuing professional development
3. Develop effective working relationships internally and with external partners
4. To operate at all times in line with the College's values and behaviours

PERSON SPECIFICATION

Qualifications

- Relevant subject qualification at Level 3 or above (essential).
- Recognised Assessor Award (A1, TAQA, CAVA or equivalent) (essential).
- Internal Quality Assurance (IQA) qualification (desirable).

Experience

- Previous experience of assessing or teaching within further education, training, or adult learning (essential).

- Experience of assessing learners on vocational qualifications (essential).
- Experience of supporting and guiding learners remotely, ideally within a distance learning environment (desirable).
- Experience of working with adult learners (desirable).

Skills, Abilities and Knowledge

- Strong IT and digital skills with the ability to confidently use online learning and assessment systems (essential).
- Ability to provide clear, constructive, and supportive written feedback (essential).
- Strong organisational skills with the ability to manage workload and meet assessment deadlines (essential).
- Excellent communication and interpersonal skills, with the ability to engage and motivate learners remotely (essential).
- Commitment to maintaining high assessment standards and working within awarding body/college policies (essential).

Other Factors

- An understanding of and commitment to safeguarding young people and vulnerable adults
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people/vulnerable adults
- Emotional resilience
- The ability and determination to promote equality, diversity and inclusion throughout all aspects of College life, including employment and service delivery