



## Job Description & Person Specification

- SVQ Assessor –

<b>Post:</b>	<b>SVQ Assessor</b>
<b>Service:</b>	<b>Learning and Development</b>
<b>Base:</b>	<b>Remote/home working or office based with travel as and when required</b>
<b>Line Managed by:</b>	<b>Learning and Development Manager</b>
<b>Salary Range:</b>	<b>Points 34-36: £31,683-£33,147 per annum</b> <b>Based on 39 hours working week</b>
<b>Hours:</b>	<b>39 per week.</b> Please note that this role may require you to work during evenings and weekends as and when it is needed.

**This post requires an Enhanced Disclosure. The cost for this will be covered by The Action Group**

### Main Purpose:

The main purpose of the role is to support our staff in services in Edinburgh, Midlothian, East Lothian, West Lothian and Falkirk to gain their qualifications in SVQ SCQF level 6 and SCQF level 7 in Social Services and Healthcare.

You should be passionate about learning and experienced in offering additional support to suit a variety of learning styles and abilities. You should have strong organisational and communication skills and be confident in the use of online tools such as Microsoft Teams, Microsoft Office and e-portfolio systems

Working with around 30 candidates a year, you will support candidates to complete their awards remotely via e-portfolio, but travel is required for direct observations and to support candidates as required. Flexibility and willingness to travel are essential to the role, which involves a combination of remote home-based working and travel to our services/locations.

## 1. Specific Duties

- Support staff in services across Edinburgh, Midlothian, East Lothian, West Lothian, and Falkirk to attain SVQ Level 2 and/or 3 in Social Services and Healthcare
- Lead candidates through induction onto their qualifications
- Plan and conduct assessments, providing holistic support throughout the process
- Offer tailored learner support to accommodate diverse learning styles and abilities
- Demonstrate a strong passion for learning and development
- Possess excellent organizational and communication skills
- Proficiently utilize online tools such as Microsoft Teams and MS Office
- Engage with approximately 30 candidates annually
- Facilitate remote completion of awards via e-portfolios, with occasional travel required for direct observations and additional candidate support
- Maintain flexibility and willingness to travel, balancing remote and on-site work responsibilities
- Take an active role within our internal assessment team and in EV visits with SQA
- Reporting on progress made
- Consistently meet deadlines through effective time management and prioritization of tasks
- Plan and organise your workload
- Use your own initiative
- Exercise sound professional judgement in your assessment decisions
- Work as part of a team
- Attend Standardisation Meetings
- Contribute to the centre's annual review of policies, procedures, learning and assessment material and resources.

## 2. General Duties (these are applicable to all The Action Group staff)

- a. Read, and work in accordance with, TAG's Mission, Aims & Objectives, and current Business Plan
- b. Manage own work time effectively

- c. Keep on top of own paperwork and maintain effective and organised filing systems, as appropriate to the specific job role
- d. Treat everyone with consideration and respect
- e. Ensure prompt, polite and clear communication (whether responding to a query from a member of staff or a complaint from person we support)
- f. Keep up to date and comply with all applicable TAG policies and procedures (covering everything from personal Health & Safety to Care Commission Standards)
- g. Promote and respect individual rights and responsibilities at all time
- h. Retain the highest standards of confidentiality, as appropriate to the specific role
- i. Assist your manager and other work colleagues as appropriate and whenever possible
- j. Take charge of own CPD (Continuous Professional Development) and contribute to TAG maintaining the Investors In People standard
- k. Be responsible for own work life balance (e.g. taking annual leave at regular intervals, etc)

*This job description may be amended following discussions with the postholder and with the approval of the Head of HR*



### Essential Criteria

<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>- Detailed and in-depth knowledge of National Care Standards, SSSC Codes of Practice, Registration requirements, and the structures and workings of the SSSC and Care Inspectorate</li> <li>- Excellent interpersonal, facilitation, and networking skills</li> <li>- High standard of written communication</li> <li>- High standard of verbal communication</li> <li>- Effective planning and organization skills</li> <li>- Confident in the use of online tools such as Microsoft Teams, and MS Office</li> <li>- Skilled in planning and presenting</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Experience in working in care at home or housing support services</li> <li>• Or</li> <li>- Experience of supporting people with learning disabilities or additional support needs</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Hold L&amp;D9DI or equivalent assessor award</li> <li>- Hold SVQ Level 3 (SCQF level 7) or above</li> <li>- Hold a registrable qualification acceptable to the SSSC</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>- Valid UK driver's license and access to a car</li> <li>- Flexibility and willingness to travel when required</li> </ul>

### Desirable Criteria

<b>Desirable Criteria</b>	<ul style="list-style-type: none"> <li>- SQA D34, V1 award Internal Verification or L&amp;D11</li> <li>- Experience working with children and young people who have learning disabilities or additional support needs</li> </ul>
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