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**JOB DESCRITION FOR ASSESSOR: CiLCA**

**The Role**

The role of the assessor is to make an informed judgement about the range of evidence produced by candidates to demonstrate their competence to meet the assessment criteria.

Assessors are responsible to the Internal Quality Assurance Verifier (IQAV) for marking portfolios and maintaining the standards of the qualification. Through the IQAV, assessors are also accountable to the Improvement and Development Board.

Assessors work on a self-employed basis and are paid on a per portfolio basis.

**Responsibilities**

* To carry out assessments in accordance with CiLCA assessment and re-assessment policy and correctly complete all assessment documentation within agreed timeframe.
* To ensure evidence provided by learners is sufficient to meet CiLCA requirements and provide timely and objective feedback to learners about achievement.
* To keep records including feedback to candidates, evidence of training and e-mail/ telephone discussions with the IQAV and maintain the confidentiality of all personal data including the anonymity of assessors.
* To notify the CiLCA Administrator of any candidate known personally and avoid any circumstance that compromises objectivity.
* To identify cases of possible plagiarism or syndication/collusion and report them to the IQAV.
* To respond to guidance from the IQAV and address any issues identified.
* To contribute to any appeal process as required.
* To attend training and assessor meetings as required.
* To uphold the ethos of the National Training Strategy
* To contribute to the development of the CiLCA qualification by advising the IQAV of issues arising from the assessment process and suggesting improvements.
* To work with others to ensure the standardisation of assessment practice and outcomes.
* To maintain up to date knowledge of the role and responsibilities of local council clerks and commit to continuing development of own professional skills in learning & assessment

**PERSON SPECIFICATION FOR ASSESSOR: CiLCA**

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| **AREA** | **ESSENTIAL** | **DESIRABLE** |
| Education and professional background | Educated to degree level or vocational qualification at a similar level | Holds a teaching, training or assessment qualification |
| Knowledge and experience | Demonstrates a thorough knowledge of the local council sector and the work of local council officers in England  Experience of assessing qualifications at Level 3 in the last 5 years | Has been employed as a local council clerk within the last 5 years  Holds CiLCA qualification |
| Skills | Communicates concisely and with a high level of clarity, sensitivity and precision in writing  Demonstrates reliability, sound time management and the ability to manage records  Is able to analyse written information and  make constructive judgements against agreed criteria  Is willing to respond constructively to guidance | Experience of coaching / giving feedback |
| Attitudes | Demonstrates a high level of integrity and impartiality  Demonstrates the motivation to work alone and as a member of a wider team  Commitment to personal and professional development  A willingness to attend meetings and training as required  Positive approach to quality improvement |  |