

JOB DESCRIPTION

Job Title	Peripatetic NVQ Assessor
Accountable to	Learning and Development Manager Level 3
Location	Central Office

KEY OBJECTIVES

- To provide assessment to allocated learners within Belong communities.
- To provide assessment in order to meet the requirements of the NVQ standards framework and Belong values
- To promote leadership and delivery of person centred care.

SUPPORTING OBJECTIVES

Service Delivery

- Assist the Support Manager / L&D Manager with the registration of NVQ learners.
- Co-ordinate and provide assessment to identified learners ensuring equal and fair access for all members of the team.
- To work closely with L&D Manager and Practice Development Facilitator to meet agreed targets for the completion of awards.
- Agree all timescales with L&D Manager and learners where required.
- To assist residents with their personal care as determined in their life plan.
- Actively encourage customer feedback to evaluate and make recommendations to service provision.
- To be a visible and competent role model to the team.
- Ensure services are delivered in line with best practice and Belong Policies and Procedures.
- Ensure a safe environment is provided for all customers of the Belong villages.

Administrative

- Provide monthly reports on NVQ progress of allocated learners to L&D manager.
- Ensure that records are maintained in accordance with the policies and guidelines laid down by Belong, CQC and the Service Contract Agreement.
- Recording of written and verbal information of residents progress providing information to key individuals as required.

Team participation

- Attend work based Assessor meetings.
- Participate in training team meetings and implement agreed action points.
- Contribute to the review of the organisations training plan, Centre systems and processes.
- To undertake any other reasonable duties as directed by Line Manager.

Learning & Development

- Assist the General Manager to develop the support worker team in the assessment, planning and evaluation of care and support.
- Keep up to date with best practice as part of an ongoing self development plan.
- Perform the assessor role in line with the Code of Practice and NVQ requirements.



PERSON SPECIFICATION

JOB TITLE Peripatetic NVQ Assessor

FACTORS	ESSENTIAL	DESIRABLE
Skills & Abilities	<ul style="list-style-type: none"> • Evidence of personal development and updating in care practice. • Assessment of staff within a competency based framework. • Committed to the values of person centred care and an understanding of the needs of older people. • 	<ul style="list-style-type: none"> • Basic IT skills inc, email Internet and Microsoft Office applications
Previous experience	<ul style="list-style-type: none"> • One year as a level 3 worker/ NVQ Assessor in a care or supported environment. 	<ul style="list-style-type: none"> • Care practice supervision Peripatetic assessment.
Qualifications/ knowledge	<ul style="list-style-type: none"> • D32/33 or A1 • C25 (or coaching equivalent) in Care 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to prioritise work. • Remain calm under pressure. • Self confident. • Flexible. • Able to work as part of a team • Aspire to the Belong values 	
Special Requirements	<ul style="list-style-type: none"> • Full clean driving licence and access to a vehicle 	