**Job Description**

**Standard specific essential criteria**

* The Assessor is occupationally competent at the relevant level of the occupational area(s) they are assessing
* The assessor holds or is working towards a recognised assessment qualification, such as the L3 Award in Undertaking End Point Assessment where they will demonstrate competence in assessing against the awarding criteria.

**General essential criteria**

* Hold **or** be willing to complete Level 3 Award in Undertaking End Point Assessment once contracted
* Driving licence, own transport and willingness to travel to agreed regions within the UK
* Competent in the use of technology including mobile/tablet device, Microsoft Office, website navigation, emails and web conferencing (training on Highfield systems will be provided once contracted)
* Excellent written and verbal skills with the ability to write clear and constructive feedback

**Desirable criteria:**

* Hold an IQA qualification
* Have experience of assessment and quality assurance
* Understanding of end-point assessment

**Key tasks**

* Conduct end-point assessments as per the assessment plan and Highfield guidance, policies and procedures
* Form and record judgements of competency against assessment criteria using agreed exemplification
* Score and / or grade apprentices and provide written feedback immediately following the assessment
* IQA only: Carry out sampling and observation activities in line with Highfield policies and procedures

**Other responsibilities**

* Attend remote training sessions as part of a comprehensive induction
* Provide up to date documentation including evidence of qualifications, continuing professional development, any relevant licenses, or professional memberships/registrations
* Attend remote initial and ongoing standardisation sessions and assessor webinars
* Use Highfield equipment to conduct and record assessments, ensuring activities comply with Highfield policies and procedures
* Keep industry competence and knowledge up to date in line with assessment plan requirements and Highfield policy
* Respond to emails and calls from Highfield within 24 hours
* Respond to IQA and moderation reports within 24 hours