

Tempdent Assessor

Main duties & responsibilities

- To carry out regular online & workplace assessments of Advanced Apprenticeship learners or standalone Diploma.
- To ensure the correct completion of all assessment paperwork, evidence of learner support etc & that it is uploaded to the e-portfolio in a timely manner.
- To ensure that all learner work is marked and feedback to the learner in a timely manner.
- To manage your own assessment diary efficiently in order to ensure maximum assessment opportunities & that each learner is supported at a minimum of once per month.
- To conduct health & safety and equal opportunities vetting and monitoring of practice, and provide guidance where necessary.
- To carry out learner progress reviews with learners & their line managers.
- To support learners in preparation for their dental tests, and provide any necessary underpinning knowledge, or refer when necessary to the relevant tutor.
- To provide & fully document, or refer if necessary, all learner support, including but not limited to; identification & provision of Additional learning or employment needs in order to maximise retention & achievement of learners
- To facilitate communication between learner, workplace & Tempdent.
- To fully plan & prepare for each assessment in advance.
- To provide the narrative & key data for each learners monthly progress report.
- To attend all the monthly online team meetings via skype, weekly handover sessions with your line manager & regular standardisation sessions. To ensure that you meet any actions assigned to you.
- To comply with all aspects of government funded contracts including meeting all the requirements of the Common Inspection Framework.
- To contribute & work towards Tempdent's annual self assessment reports, ongoing development plans and progress reports.

- To achieve targets & key performance indicators set & agreed between yourself & the training manager with regards to assessing.
 - .To remain current in your skills & knowledge of the dental sector and legislative requirements
- To ensure that you are responsible for fulfilling all of your CPD requirements.
- To promote and comply with all current and future Equal Opportunities and Health and Safety & Safeguarding legislative requirements
- To maintain confidentiality of Tempdent, learner and staff information
- To carry out any other duties reasonably requested

Qualifications & Experience

	Essential	Desirable
• Experience of assessing the Dental Diploma/ Advance Apprenticeship		√
• Assessor qualification	√	
• Teaching qualification(s)		√
• Experience of teaching either or both National Diploma or Advanced Apprenticeship.		√
• Experience of working within Work Based Learning programmes		√

Skills and Abilities

The successful person will be able to:

	Essential	Desirable
• Prioritise and plan work effectively	√	
• Meet deadlines	√	
• Work independently and use own initiative	√	
• work well as part of a team	√	
• Develop and sustain effective professional relationships and networks	√	
• Work effectively with employers, funding and awarding bodies, consultants etc	√	
• Be supportive & sympathetic to learner and staff needs	√	
• Communicate effectively orally and in writing	√	
• Use office software packages confidently	√	
• Negotiate. motivate, reason, persuade and challenge	√	
• Work to a consistently high standard	√	