

Job title:	Distance Learning Assessor
Reports to:	Head of Distance and Online Learning
Business area:	Distance and Online Learning
Responsibility for others:	None
Liaison with:	Head of Distance and Online Learning

JOB DESCRIPTION

Purpose and context:

Whilst this is a remote role, attendance at our Campuses (Selby, Wakefield and Castleford) may be required for team training, CPD days, and other college wide events.

We have an exciting opportunity for a **Distance Learning Assessor** to join our friendly, supportive, and forward-thinking online and distance learning team. This is a varied role with excellent opportunities to develop new skills and expand your professional knowledge within a positive and learner-focused environment.

The successful candidate will play a key role in delivering an outstanding student experience, supporting learners throughout their studies with Heart of Yorkshire Education Group and preparing them for their next steps.

You will be required to:

1. Teaching, Learning and Assessment

- Assess learner work accurately and consistently across **Level 2 and Level 3 programmes**, including **Access to Higher Education**, in line with awarding body and internal quality assurance requirements
- Provide timely, constructive, and developmental feedback that supports learner progress and achievement
- Use a range of assessment methods and digital tools to support effective distance learning
- Track learner progress proactively and intervene early to support timely completion and achievement

2. Learner Support, Progression and Outcomes

- Support learners to develop the **knowledge, skills, and behaviours** required for successful progression to higher education or employment

- Embed progression planning into assessment and support activities
- Promote learner independence, motivation, and resilience within an online learning environment
- Signpost learners appropriately to additional support services when needed

3. Digital and Professional Practice

- Use digital systems confidently, including VLEs, e-portfolios, and learner tracking systems
- Maintain accurate, timely, and compliant learner records
- Participate fully in standardisation, internal quality assurance processes, and team development activities
- Engage in **continuing professional development (CPD)** to maintain occupational, digital, and pedagogical currency

Responsibilities of all employees at Heart of Yorkshire Education Group:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.
- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into Group life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification: Distance Learning Assessor		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task References
<u>Qualifications and Training:</u>		
A Level 3 qualification	Essential	Application, Interview
GCSE in English and Maths, A*-C/9-4 or equivalent	Essential	Application
<u>Relevant Experience:</u>		
Experience of assessing on Access to HE programmes	Desirable	Application, Interview, Task
Experience of working remotely with learners	Essential	Interview, Task
<u>Skills and Knowledge:</u>		
Readily shares own knowledge and experience	Essential	Interview
Checks quality and accuracy of own work	Essential	Application, Interview
Actively listens and communicates effectively	Essential	Interview, Task
Manages and organises own work into a logical and practical way	Essential	Interview
The ability to form and maintain appropriate relationships and professional boundaries with all students	Essential	Interview, References
Ability to use Microsoft Office packages including Word and Excel	Essential	Application, Task
Able to gather and interpret data to support problem solving	Essential	Interview, Task
Able and confident to make decisions independently, if required	Desirable	Interview
<u>Additional Factors:</u>		
Works effectively as a member of a team	Essential	Application, Interview
Is responsible and committed to achieving targets and deadlines	Essential	Interview
Provides a positive and professional, friendly service	Essential	Interview
Suggests ideas to improve service standards	Desirable	Interview

Willingly takes on new tasks/adopts new approaches as required appropriate to the job role	Essential	Interview
A commitment to the principles of Equality & Diversity	Essential	Interview
As the College Group is a multi-campus site, flexibility and willingness to work across all sites is required	Essential	Interview

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.