



## Associate Tutor / Assessor Job Description & Person Specification

### Job Purpose

To deliver teaching, assessment and learner support for regulated qualifications.

### Key Responsibilities

- Deliver teaching sessions.
- Assess learner work.
- Provide learner feedback.
- Support learners through Laser Learning.
- Maintain records.
- Participate in standardisation.
- Comply with policies and awarding organisation requirements.
- Maintain CPD and occupational competence.

### Person Specification

Criteria	Essential	Desirable
Occupational competence	✓	
Teaching qualification	✓	
Assessor qualification	✓	
Regulated qualification experience	✓	
Laser/e-portfolio		✓
Online delivery	✓	