

The Leicestershire College

Job Description

1. Job Details

Job Title:	Elite Sport Assessor (Sessional)
Department:	Elite Sport
Reporting To:	Deputy Manager
Competency Level:	Business Support 1
Hay Grade:	G3
Salary:	£17.68 per hour
Date of Job Evaluation:	May 2026
Date:	May 2026

2. Job Purpose

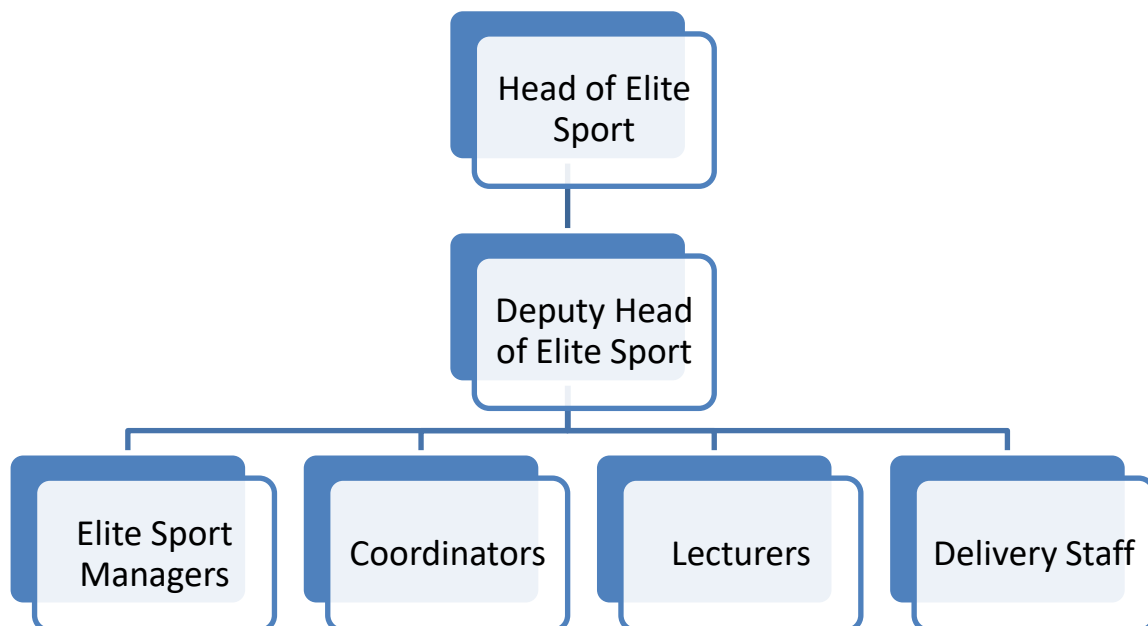
To support students in successfully completing their course and achieving a relevant qualification through the assessing of performance and/or related knowledge in a range of tasks, ensuring the competence and knowledge demonstrated meets the requirements of the curriculum/ awarding body.

To deliver classroom-based workshops where required to support the development of students' knowledge/competence.

3. Dimensions

Not applicable.

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- To act as an assessor and prioritise availability during delivery in the workplace, off site venues or on college premises, for groups of students or individual students on a range of programmes ensuring that practical and written work is assessed in line with awarding organisation and college requirements.
- To hold progress reviews with students in line with programme requirements, for example portfolio compliance.
- To closely monitor the welfare of all students and act in accordance with safeguarding policies where required.
- To deliver classroom-based workshops or portfolio building activities for groups of students or individual students on a range of topics related to the development of knowledge and/or competence
- To monitor and record student progress and success in a timely manner in line with Awarding Organisation requirements
- To participate in moderation processes and internal verification
- To comply with best practice administrative and quality assurance systems

- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills across approximately 4 training days per year.
- To attend and actively participate in area and department meetings, planning events, open days, and recruitment events
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management

Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Organise regular visits to assess students in the workplace or other setting	To ensure students are supported and on track to achieve
Provide timely, detailed feedback to the learner	To ensure all students achieve to the best of their ability
Complete relevant records of all assessments	To maintain accurate tracking of student progress
To participate in moderation and internal verification	To ensure Awarding Organisation criteria are met and academic standards maintained
To co-ordinate students on vocational programmes within agreed timescales	To ensure Awarding Organisation criteria are met and academic standards maintained
Participate in staff development opportunities and mandatory training	To ensure teaching and learning is up to date and maintained to the highest standards

8. Key Working Relationships and Communications

Internal: Loughborough College Group staff, learners

External: External partners, key stakeholders, awarding bodies and national governing bodies/clubs

9. Scope for Impact

Not applicable.

10. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
<p>Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team.</p> <p>Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.</p>	<p>Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas.</p> <p>Always considers longer term impact of own tasks. Identifies problems in own work area, collaborates with others to implement solutions.</p> <p>Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.</p>
Ensuring Financial Sustainability	Self-Awareness
<p>Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.</p>	<p>Manages own health, safety and wellbeing; complies with College policies.</p> <p>Monitors own behaviours, actions and words. Demonstrates self-awareness; manages own reactions; builds good relationships.</p>
Delivering Excellent Quality	
<p>Understands customer expectations; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge.</p> <p>Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.</p>	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess an assessor qualification or equivalent, or be willing to work towards it	•		Application/ Certificates/ Interview
2.	Possess a IQA verifier award or equivalent, or be willing to work towards one		•	Application/ Certificates/ Interview
3.	Possess a relevant vocational qualification at an appropriate level	•		Application/ Certificates/ Interview
4.	Possess a (min) level 3 teaching qualification	•		Application/ Certificates/ Interview
5.	Possess a degree in a relevant subject area (or equivalent)	•		Application/ Certificates/ Interview
6.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
7.	Possess relevant vocational experience in Elite Sport	•		Application/ Interview
8.	Experience delivering sessions to groups		•	Interview
9.	Experience of supporting and managing diverse groups of students	•		Interview
10.	Proven experience of motivating students to achieve excellent results	•		Interview
11.	Experience of contextualising and embedding learning to meet specific learning needs	•		Interview
12.	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview
13.	Experience of collaborating with colleagues from other subject areas	•		Interview
SKILLS & KNOWLEDGE				
14.	Possess good teaching and learning skills	•		Interview
15.	Experience of active learning and assessment methods	•		
16.	Knowledge of a range of teaching methodologies and the ability to utilise these effectively within a vocational context		•	Interview
17.	Work flexibly and to deadlines	•		Interview
18.	Excellent planning, administration and organisational skills	•		Interview
19.	Communicate effectively to diverse range of stakeholders at all levels	•		Interview
20.	Work independently and as a part of cross-curriculum team	•		Interview

21.	Provide clear feedback to students and key staff	•		Interview
22.	Possess vocational background knowledge and the ability to engage with vocational content		•	Interview
23.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
24.	Work effectively with colleagues as a part of a team	•		Interview
25.	Motivate and relate with students from a range of different cultural backgrounds	•		Interview
26.	Comply with the professional standards at work	•		Interview
27.	Show commitment to the improvement and maintenance standards	•		Interview
28.	Willing to travel for work purposes as and when it is required	•		Interview
29.	Promote the College's equal opportunities policy and practices	•		Interview
30.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in May 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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