

Job Description

JOB TITLE:	Dementia Awareness Tutor-Assessor
Rate:	£35.01 per hour
HOURS:	1 Day per Week
REPORTS TO:	Head of Green Skills Academy
CAMPUS:	Slough & Langley College
JOB PURPOSE	To deliver and assess the NCFE CACHE Level 2 Award in Awareness of Dementia (QN: 600/3095/1), supporting adult learners to develop their understanding of dementia, person-centred care, communication, equality, diversity and inclusion, and to achieve the qualification.

Main Duties

1 Teaching and Learner Support

- 1.1 Plan and deliver teaching, learning and supervised assessment across the four mandatory units, in line with the qualification specification and agreed programme timetable. Plan for 72 guided learning hours within the qualification's total qualification time of 80 hours.
- 1.2 Teach the core syllabus: DEM 201 – dementia awareness, including causes, symptoms, models of dementia and relevant legislation; DEM 202 – person-centred care and support; DEM 205 – factors affecting communication and interaction; and DEM 207 – equality, diversity and inclusion in dementia care.
- 1.3 Develop suitable learning resources, activities and case studies that help learners relate theory to dementia care, including the needs of individuals, families and carers. Delivery and assessment must reflect the knowledge-only nature of the Award; work experience is not mandatory.
- 1.4 Identify learners' starting points and support needs, adapt teaching to different abilities and learning needs, and liaise with relevant teams to arrange reasonable adjustments or special consideration in line with College and NCFE procedures.
- 1.5 Provide academic guidance, explain assessment criteria and referencing requirements, and help learners understand their responsibility to submit their own work. Identify and report suspected plagiarism or assessment malpractice through College procedures.
- 1.6 Monitor attendance, engagement and progress, provide timely support to learners at risk of falling behind, and give appropriate guidance on further study and progression.

2 Assessment and Feedback

- 2.1 Assess learners' knowledge and understanding against every learning outcome and assessment criterion, in accordance with the Skills for Care and Development Assessment Principles and applicable NCFE assessment guidance.
- 2.2 Use suitable assessment methods, including portfolios, written assignments, professional discussions, oral questions and case studies. Use NCFE-provided tasks where appropriate; these are optional. Seek approval through the College for methods requiring NCFE agreement.
- 2.3 Check that evidence is valid, authentic, sufficient and current, make consistent assessment judgements, and record outcomes as Achieved or Not Yet Achieved. Confirm unit achievement only when all assessment criteria have been met.
- 2.4 Provide constructive, timely verbal and written feedback, clearly identifying what has been achieved and any further evidence required. Agree assessment and resubmission plans with learners in line with College and NCFE procedures.
- 2.5 Assess learners in English and ensure all assessment evidence presented for external quality assurance is in English, in line with the qualification requirements.

3 Quality Assurance and Administration

-  3.1 Maintain accurate learner, progress and assessment records, including the mandatory Evidence Record and Record of Assessment Cycle, using NCFE templates or College equivalents that meet their requirements. Record evidence locations, decisions, learner authenticity declarations and assessor sign-off.
- 3.2 Work with Internal Quality Assurers, participate in standardisation meetings, make learner evidence available for sampling, and complete actions arising from internal and external quality assurance.
-  3.3 Where working towards an assessment qualification, follow the College's agreed supervision and countersigning arrangements, with final assessment decisions made or confirmed by a suitably qualified assessor.
- 3.4 Use the current qualification specification, mandatory support handbook and relevant NCFE guidance. Maintain up-to-date occupational and assessment knowledge through relevant continuing professional development.
- 3.5 Maintain confidential records and handle information securely in line with College data protection procedures. Follow health and safety requirements and contribute to programme review and improvements in teaching, assessment and learner outcomes.

4 General Duties

- 4.1 Promote a teaching, learning and working environment that is free from discrimination, harassment and bullying and where all students and staff feel safe to express their individuality.
- 4.2 Be responsible for safeguarding and promoting the welfare of students.
- 4.3 Maintain student morale and discipline within the college site.
- 4.4 Through CPD ensure you keep up to date with relevant industry and academic development.

4.5 Conduct yourself whilst undertaking college duties within the parameters of the Group's values.

4.6 Any other duties commensurate with the level of responsibility within the Group.

N.B. This job description is current at the date of issue. It will be reviewed annually and may be updated by the Principal.

PERSON SPECIFICATION
Dementia Awareness Tutor-Assessor

	Essential	Desirable	Source of Evidence
EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS			
Recognised teaching or training qualification appropriate to adult learning, such as AET, CET, DET, PGCE or equivalent.	X		AF
Recognised assessment qualification appropriate to the role, such as A1, CAVA or the Level 3 Award in Assessing Vocationally Related Achievement, or actively working towards one under agreed supervision and countersigning arrangements.	X		AF / IV
Evidence of relevant continuing professional development in dementia care, teaching or assessment.	X		AF / IV
EXPERIENCE			
Relevant health and social care experience, demonstrating knowledge of dementia care and person-centred support.	X		AF / IV
Experience of planning and delivering teaching or training to adults.	X		AF / IV
Experience of assessing learners' knowledge and providing constructive feedback, including supervised assessment experience.	X		AF / IV
Experience of maintaining accurate learner progress and assessment records.	X		AF / IV
Experience of delivering or assessing NCFE CACHE or comparable health and social care qualifications.		X	AF / IV
Experience of participating in standardisation and internal or external quality assurance.			AF / IV
SKILLS, KNOWLEDGE AND ABILITIES		X	
Occupational knowledge of dementia care at Level 2 or above, demonstrated through relevant qualifications and/or experience and maintained through CPD.	X		AF / IV
Knowledge of dementia awareness, person-centred care, communication and interaction, and equality, diversity and inclusion, covering all four mandatory units.	X		AF / IV

	Essential	Desirable	Source of Evidence
Understanding of the Skills for Care and Development Assessment Principles and relevant NCFE requirements for knowledge-based assessment.	X		AF / IV
Ability to plan inclusive lessons, explain concepts clearly and adapt teaching and assessment to individual learner needs.	X		IV
Ability to judge evidence against assessment criteria, check authenticity and give clear feedback on further evidence required.	X		IV
Understanding of safeguarding responsibilities and the ability to recognise, record and report concerns through College procedures.	X		IV
Understanding of reasonable adjustments, special consideration and inclusive practice in adult learning.	X		IV
Good organisational skills, accurate record keeping and the ability to manage teaching, assessment and quality assurance deadlines.	X		AF / IV
Ability to use digital learning resources, assessment systems and standard IT applications, and handle learner information confidentially.	X		AF / IV

KEY

Evidence of all essential elements marked AF or AF / IV must be present in the application form in order to be shortlisted for an interview.

All elements marked IV will be assessed at interview.

All elements marked AF / IV will also be assessed at interview.

All or some elements may be assessed by a test or presentation.

AF = Application Form IV = Interview