



Tree Life AT Ltd

Job Description

Job Title:	Arboricultural Assessor
Reporting to:	Arboriculture Lead Director
Location:	Remote working

Main duties and Key Responsibilities:

- Provide high quality assessment to learners in line with assessment solutions working to agreed timescales.
- Providing constructive and encouraging feedback to learners to help them understand their strengths and areas for improvement.
- Addressing learner inquiries related to assessment outcomes in a rich, professional, and supportive manner.
- Working closely with the arb team to ensure the overall assessment deadlines are met.
- Collaborating with the arb team to ensure consistent standards and practices, with attendance and contribution at standardisation meeting(s) as required.
- Participating in regular meetings and training sessions to enhance assessor skills and stay updated on requirements.
- Completing tracking documentation and provision of reports as required ensuring that learner progress is clear, and any concerns are raised with the course lead appropriately.
- Take part in moderation and standardisation where required to ensure compliance with the requirements of examining bodies and to develop best practice.
- Through evaluation and reflection on your practice, identify your own areas for professional development working with the arb lead to plan and carry out an annual programme of continuing professional development (CPD) to meet Tree Life's and your needs.

This job description sets out the main duties, however these may vary from time to time without changing the general character of the job or the level of responsibility entailed.

Relationships:

Internal:

- Arb lead – regular meetings and communication.
- Office team – regular communication and meetings as required.
- Internal Verifiers – communication and meetings as required.
- Assessors – regular communication as required.

**External:**

- Learners – build good relationships for learning and communicate effectively supporting learner progress and development.
- External verifiers – meetings and communication as required.

Person specification

Essential

- A minimum Level 4 diploma in Arboriculture; or equivalent.
- Experienced in the field of Arboriculture.
- Excellent written communication skills and computer/IT skills with proficiency in using digital tools and platforms for assessing and record-keeping.
- The ability to work well in a team and be collaborative, taking ownership.
- The ability to provide constructive feedback and support to learners being learner centric.
- Ability to work independently and meet deadlines.
- Have an adaptive and responsive approach to workload and the ability to proactively prioritise accordingly.
- Excellent attention to detail and accuracy in assessment possessing a strong work ethic.
- Display and encourage attitudes and behaviours that respect and value diversity and promote equal opportunities.

Desirable

- Level 3 Assessor or equivalent / a teaching qualification relevant to the discipline.
- Level 6 diploma in Arboriculture/Ecology.
- Prior experience of educational assessment.
- Internal Verification (IV) and/or quality assurance (EQA/IQA).
- Good understanding of data protection to ensure learner information is safely and securely handled, in line with Tree Life policies.
- Prior experience of working remotely.

Resources:

Provision of ICT equipment.

Regular continuous professional development required to upkeep knowledge and standards.