

Assessor Role Description

Location: Milton Keynes

Reporting to: Assessment Service Manager

Context:

Children with high learning potential often have specific needs that are not well understood. Parents need guidance about how best to support their children and schools need to understand the profile and best practice in supporting such pupils. Potential Plus UK has a thriving assessment service that supports around 200 families per year. During the pandemic, we have adapted some of our services so that we can deliver them remotely in some cases. However, a large proportion of families want a face-to-face assessment, and a need has arisen for two assessors to deliver assessments in Milton Keynes. There may also be the opportunity for the assessors to deliver some assessments remotely.

Objectives of the role:

To assess individual children using a variety of tests and observations in order to understand more about their ability, achievement levels and social and emotional traits, and provide recommendations to parents and schools. This is in accordance with Potential Plus UK's Quality Assurance Standards.

Elements of the role:

1. To assess individual children, at the request of parents (or schools), using a variety of standardised tests, observations and background information provided by the parents and educational setting.
2. To be professional, welcoming, courteous and friendly at all times during assessments, using good judgement and objectivity.
3. To collate the information, analyse this with the whole child in mind, and provide reports and recommendations following assessments.
4. To provide telephone support and advice to parents and schools following assessments.
5. To answer any queries and concerns raised by children, parents and professionals in connection with any elements of the service.



Potential Plus UK

The Open University, Vaughan Harley Building, Walton Hall, Milton Keynes MK7 6AA

Charity Registration No 313182 Company Registration No 905037

www.potentialplusuk.org

Contract:

Assessors will work on a casual worker basis and be paid per assessment they undertake. We need assessors who are able to carry out at least one assessment per week. However, we cannot guarantee that there will always be demand at this level as some periods are busier than others.

Training:

Potential Plus UK will provide an individually tailored training programme which is dependent on the candidate's prior knowledge and experience. Prospective assessors must reach a satisfactory standard as a trainee prior to being accepted as a certified assessor. It is anticipated that this will take several hours a week for up to 10 weeks. The programme consists of both remote and face-to-face training, so some travel to the Potential Plus UK central office in Milton Keynes (at The Open University) is required.

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