Assignment Assessor
£15 per assessment, £10 for reassessments

The Root of It provides training and consultancy on social, emotional and mental health. Since its founding in 2013 the team have delivered a wide range of support services and training to a large number of clients across the UK.

In 2015 The Root Of It separated out its training wing, under the banner The Mentoring School. The Mentoring School delivers a number of assessed and non-assessed courses and qualifications. The assessed courses generally consist of the equivalent to three days of training, followed by a reflective assignment completed over several months.

Assignment Assessors are responsible for marking the assignments sent to them within defined timescales against given criteria. They must hold an appropriate qualification, such as a teaching degree or Training, Assessment and Quality Assurance certification. They are line managed by the Training Manager.

This role is home-based and will predominantly involve term-time work, at a level agreed between you and your manager.

Job description

An Assignment Assessor will:

- Receive assignments to mark by email;

- Mark assignments in accordance with the Marking Policy;

- Ensure the learner's records are kept up to date with marks;

- Feed back to the learner;

- Communicate a Learner's passing to allow certificates to be issued;

- Agree any resubmission arrangements with the Training Manager according to the Marking Policy;

- To liaise with internal and external quality assurance personnel to ensure moderation of assessments;

- To undertake any other duties as required.

This role is subject to a probation period.

Personal Specification

Qualifications

A teaching degree or equivalent.

Skills and knowledge

The Assignment Assessor must demonstrate:

- Their organizational skills;

- high quality effective written communication;

- good time management and organisational skills;

- the ability to mark written assignments against given criteria.