



Sessional Assessor

Application Pack

ATTFE College

Sutton Campus, High Pavement,
Sutton-in-Ashfield, NG17 1EE

Ollerton Campus, Whinney Lane,
Newark, Nottinghamshire,
NG22 9TD

Contents

01	Welcome from the Chief Executive	Page 3
02	About Academy Transformation Trust	Page 4
03	Academy Information	Page 6
04	Job Description	Page 7
05	Person Specification	Page 9
06	Onboarding	Page 11
07	ATT Institute Information	Page 12
08	How to Apply	Page 13



01. Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust

About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Academy Information



Vision

To be recognised as an outstanding provider of Further Education and be the provider of choice of our local communities.

Mission

To bring together people who are dedicated to developing and delivering the highest quality learning, ensuring all learners acquire skills and develop knowledge that equips them to lead more fulfilled lives and play their part in driving up the growth of our local and regional economy.

Values

- Achievement – Succeeding and celebrating together
- Teamwork – Listening to staff, learners and stakeholders
- Transformation – Driving continual improvements
- Flexibility – Responsive to local needs
- Equality – Caring for the wellbeing of all staff and learners

Ethos

Academy Transformation Trust Further Education (ATTFE) College strives to raise the aspirations and achievements of the communities that it serves, providing high quality, innovative education and training for learners who are aged 16+ (including adults). We take a learner-centred approach towards education and lifelong learning opportunities that supports the learning needs of the local environment.

At ATTFE College, learners pursue their educational goals in an inclusive environment that values and celebrates diversity, individuality, mutual respect, civic responsibility and social integration.

Equality and diversity is central to all practices and policies within ATTFE College. It is an organisation where everyone respects each other and recognises their own responsibility in actively promoting equality.

Our aims are to ensure that we meet the needs of all, taking account of:

- Gender, ethnicity and culture
- Religion, creed and language
- Sexual orientation, age and health
- Ability and disability
- Social and economic circumstances

ATTFE is committed to the regeneration of the communities in which its learners live and is committed to working through collaboration, consultation and partnership with the wider community.



04. Job Description

Job Description

Sessional Assessor

Purpose Of the Role:

Working within our Team, the post holder will be responsible for a range of students and will plan and carry out assessment's against nationally recognised standards to ensure timely achievement of qualifications enabling students to reach their potential. Initially the work will relate to online students completing assessments through the e-Assessor Pro online platform

Key Responsibilities:

- Receive and act on feedback from internal and external verifiers.
- Work according to awarding body rules and regulations in all areas.
- Develop new materials as relevant in order to enhance the delivery programme.
- Have high expectations of students and motivate and build a 'can do' attitude with them.
- Manage your own workload to ensure the full requirements of the post are carried out, enabling ALL students to achieve.
- Play an active role in the department, contributing to meetings, Schemes of Work, assessment, updates as appropriate and sharing best practice.
- To assess students' progress in accordance with college policy and awarding body requirements.
- To plan and carry out assessments adhering to the awarding organisations requirements.
- To prepare Individual Learning Plans (ILPs), carry out regular reviews with students in accordance with the awarding body.
- Ensure students are tracking their own competencies in order to complete the course.
- Keep up to date with any curriculum changes that may occur throughout the time in post.
- To willingly participate in Internal Quality Assurance (IQA) activities in line with the IQA plan/direction of lead Internal Quality Assurer (IQA).
- To keep and maintain accurate records of students' progress.
- To complete, maintain and submit accurate records for all students, in line with contract requirements.
- To regularly report to the Head of School/Lead IQA on the progress of students.
- Liaise with External Quality Assessor (EQA) with the support of the Head of School/ Lead IQA.
- To deal professionally with colleagues and external partners as required.
- To ensure the confidentiality and security of all the College's documentation and information.

- To attend training/refresher courses and meetings as required by the Line Manager/Lead IQA. Keep an up-to-date log of CPD training completed as required by the awarding body.
- Be familiar with or willing to develop the use of IT systems and E learning portfolios such as Microsoft Teams.
- Undertake other duties, as requested.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you. All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people.

Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act. All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.

05. Person Specification

Person Specification

Sessional Assessor

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	• NCFE Level 3 Award in Understanding the Principles and Practices of Assessment (501/0888/8) • NCFE Level 3 Award in Assessing Competence in the Work Environment (501/0882/7)	• NCFE Level 3 Certificate in Assessing Vocational Achievement (501/0885/2)	• Application Form/Checking and Original Copy evidence
Experience	• Must already hold the qualification they are assessing (or a recognised equivalent) and have successfully assessed learners for other Teaching, Learning or Assessment qualifications (if assessing quality assurance roles, they must have experience as a qualified quality assurance practitioner of carrying out internal or external quality assurance of qualifications for a minimum of two assessors); • Must have up-to-date working knowledge and experience of best practice in assessment and quality assurance; • Must hold one of the following qualifications or their recognised equivalent: - Level 3 Award in Assessing Competence in the Work Environment; or - Level 3 Certificate in Assessing Vocational Achievement; or - A1 Assess candidate performance using a range of methods; or - D32 Assess candidate performance and D33 Assess candidate using differing sources of evidence;	• Be familiar with or willing to develop the use of IT systems and E learning portfolios such as Microsoft Teams.	• Interview/Application Form

	• Must show current evidence of continuing professional development in assessment and quality assurance.		
Knowledge that supports the role	• Ability to work well with others and always be professional. • Keep up to date with any curriculum changes that may occur. • Ability to manage your own workload and meet the full requirements of the job role.	• N/A	• Interview/Application Form
Expectations of Role	• To attend training/refresher courses and meetings as required and keep an up-to-date log of CPD training completed as required by the awarding body. • To ensure the confidentiality and security of all the College's documentation and information. • To keep and maintain accurate records of students' progress and report to Head of School/Lead IQA on their progress.	• N/A	• Interview/Application Form
Other requirements	• Undertake other duties, as requested.	• N/A	• Interview/Application Form



06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of your application and/or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at a later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



07. ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



08. How to Apply

Sessional Assessor

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy Transformation Trust](#)



Status:

Sessional Varied Hours
All Year Round

Salary:

NJC Salary Scale Point 22
£17.47 per hours plus £2.11 holiday allowance



Closing Date:

Wednesday 2nd September 2026 at 9am

Start Date:

As soon as possible



Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.



@academytransformationtrust



@AcademyTrust



academytransformationtrust.co.uk



office@attrust.org.uk



0121 354 4000



Unit 4, Second Floor,
Emmanuel Court, Reddicroft,
Sutton Coldfield, B73 6AZ

