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**Job Title: Learner Progress Monitoring Officer**

**Sector: Quality Unit**

**Salary Expectation: Scale 5**

**Directly Responsible to: Head of Quality**

**Purpose of Job:**

To support the set up and administration of the college Markbook system.

To work with the Head of Quality to ensure the Markbook system is used to facilitate accurate tracking of student progress throughout the year.

To plan and deliver training to staff at all levels, run user groups to gain feedback and promote best practice.

**Main Responsibilities and Duties**

1. To work with curriculum managers to ensure that Markbook is configured correctly with regard to the assessment of accredited qualifications and non-accredited RARPA provision.

2. To enable effective and timely tracking of learning and achievement for learners.

3. To develop Markbook to adapt to changes in national qualifications which are delivered within Bolton College curriculum areas.

4. To identify common errors and issues in Markbook to successfully embed use of the system in the College.

5. To liaise and work supportively with all Bolton College staff to maximise the use and effectiveness of Markbook.

6. To promote the effective use of all elements of Markbook and support the Head of Quality.

7. To participate in the development and delivery of relevant training for staff on use of Markbook.

8. To provide first-line support for all Markbook user queries

9. To liaise with all internal staff, and external Software Suppliers to integrate new developments and fault resolution for Markbook.

10. Undertake such duties as may be required, commensurate with the grade and nature of the post.

11. The post holder will be expected to comply with any rules and regulations which the Corporation may from time to time issue to ensure the efficient operation of its business and the welfare and interests of its students and employees.

12. Undertake staff development activities that support personal development and the changing needs of the College and its environment.

13. In carrying out their duties the appointee must:

A) Comply with Health and Safety Regulations

B) Be aware of the College statement on Health and Safety

13.Be fully aware and comply with College policy on Equal Opportunities

14. To actively contribute to the College’s safeguarding children and vulnerable adult agenda.

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| **Working Hours**  The post holder will be expected to work such hours as are stated in the contract of employment. The post holder may from time to time be required to work Saturday or a Sunday, in which case time off in lieu will be given during the normal working week.  The post holder will be expected to work such hours as are stated in the contract of employment. Your pattern of work will need to be flexible and will therefore vary from time to time. In normal circumstances where you work beyond your contracted number of hours, time off in lieu may be given.  **Training**  The College wishes to encourage support staff to increase their skills and qualifications, for the benefit of the individual and the College. The post holder may therefore, at the discretion of management, be required to undertake training and development appropriate to present and future needs of the College.  All staff will be required to participate in an annual staff development review. |
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| **P PHYSICAL CONDITIONS**  T The post is located at Deane Road however, the College is multi-site, and some movement between other sites may be necessary.  **Probationary Period**  If the post holder is a new employee to the College, the first 9 months of employment will be a probationary period, during which the suitability of the post holder for the position will be assessed. The Corporation reserves the right to extend the probationary period, if, in its opinion, circumstances so require. During the probationary period, the employment may be terminated either by the post holder or by the Corporation on giving written notice of one month. The Corporation’s Disciplinary Procedure will not apply during the probationary period.  **Appraisal**  The post holder will be required to participate in a staff appraisal scheme approved by the Corporation.  In the interests of Health & Safety, smoking is not permitted in Bolton College. |

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| **JOB DESCRIPTION PREPARED BY: Head of Quality**  **DATE: April 2023** |