

Tempdent Workplace Assessor

Main Duties and Responsibilities

- To book and carry out workplace assessments of Diploma in Dental Nursing learners within the required time period.
- Communicate effectively with practice managers and learners when booking visits and ensure that both are aware, agree to the date of the visit and all relevant treatments are booked in.
- To ensure the correct completion and submission of all assessment paperwork within the required time period.
- Ensure that constructive feedback is provided to the learner and practice manager in a sensitive manner whilst at the practice.
- To undertake a small caseload of learners and help to prepare them for EPA (End Point Assessment)
- To manage your own assessment diary efficiently to ensure maximum assessment opportunities.
- To conduct health & safety and equal opportunities vetting and monitoring of practice and provide guidance where necessary.
- To facilitate communication between the learner, workplace and Tempdent.
- To fully plan and prepare for each workplace assessment in advance.
- To attend regular handover and standardisation as required.
- To achieve targets and key performance indicators set and agreed between yourself and your line manager with regards to assessing.
- To remain current in your skills and knowledge of the dental sector and legislative requirements and maintain your GDC registration.
- To ensure that you are responsible for fulfilling all of your CPD requirements.
- To promote and comply with all current and future equal opportunities, health and safety and safeguarding legislative requirements.
- To maintain confidentiality of Tempdent, learner and staff information.
- Complete the workplace assessor qualification in a timely manner (if applicable) and carry out actions based on second line assessing and IQA procedures.

Qualifications and Experience

	Essential	Desirable
Experience of assessing the Dental Diploma/ Advance Apprenticeship		√
Assessor qualification		√
Teaching qualification(s)		√
Experience of teaching either or both National Diploma or Apprenticeship in Dental Nursing		√
Experience of working within work-based learning programmes		√
Qualified dental nurse	√	
GDC registration	√	
DBS check	√	

Skills and Abilities The successful person will be able to:

	Essential	Desirable
Prioritise and plan work effectively	√	
Meet deadlines	√	
Work independently and use own initiative	√	
Work well as part of a team	√	
Develop and sustain effective professional relationships and networks	√	
Work effectively with employers, funding and awarding bodies, consultants etc	√	
Be supportive and sympathetic to learner and staff needs	√	
Communicate effectively orally and in writing	√	
Use office software packages confidently	√	
Negotiate, motivate, reason, persuade and challenge	√	
Work to a consistently high standard	√	