



Assessor in Early Years Job Description

Area	: Faculty of Services, Engineering and Construction
Salary	: £28,282 - £30,881 (<i>per annum</i>)
Hours of Work (<i>Full-time/Part-time</i>)	: 37
Line Manager	: Assistant Director – Health, Early Years, Access, Care and Entry level
Responsibility for	: Training and assessment of learners up to Level 3, in the workplace and the classroom. : Supporting learner progress through assessment in the workplace and classroom delivery. : Ensuring timely achievement of apprenticeship frameworks and qualification; <i>and</i> : Promoting and safeguarding the welfare of children and young persons in line with college policies.

Main Purpose of Job:

To provide innovative and engaging assessment of learners up to level 3, support learner progress through assessment in the workplace and classroom environment in order to ensure that the provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner/employer Satisfaction;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the college;
- Is innovative, developmental and sector leading; *and*
- Promotes a culture of excellence and equality;

Key Duties and Responsibilities:

1. Maintain a caseload of learners, ensuring monthly progress against agreed targets.
2. Discuss, agree and implement, with the learner and their work experience mentor, a plan to ensure regular progress of skills, knowledge and behaviours in line with the qualification requirement.
3. Provide line manager with reports as requested on the progress of your caseload.

4. Support the department in delivering a range of high quality services to stakeholders in line with departmental budget requirements.
5. Be prepared to contribute to the further development of the curriculum offer in line with local and regional demand.
6. To work flexibly to support the wider team.
7. Support fully at all times the College's Aims and Objectives
8. Develop and maintain relationships with employers.
9. Carry out on-site risk assessments to ensure employers have appropriate health and safety arrangements in place.
10. Ensure that all learners have a comprehensive workplace induction, including Health and Safety.
11. Ensure that employers are aware of their responsibilities in relation to equality, diversity and inclusion as well as other relevant legislation.

Work Placement Assessment

12. Establish the appropriateness of the placement to ensure its relevance to the learning experience in conjunction with employers.
13. Liaise closely with other lecturers on the programme to ensure that the Individual Learning Plan (ILP) is closely monitored.
14. Effectively co-ordinate and track on and off the job learning assessment activities as required by the awarding body.
15. Undertake vocational assessments in the workplace.
16. Work with the programme team to deliver underpinning knowledge and functional skills as required.
17. Support learners in their studies, preparing assessment records and reports on apprentice/learner progress.
18. Contribute to the Internal Verification processes and to the Self- Assessment of the area
19. Keep accurate records.

Generic

20. Follow all agreed Quality Assurance Systems and Risk Management systems operating in the College and contribute generally to the establishment and development of a quality provision/service.
21. Comply with all College policies and procedures (e.g. Health and Safety and Equal Opportunities) and ensure that these policies are followed by staff and learners.

22. Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
23. Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
24. Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Assessor in Early Years Person Specification

	Assessment Method					
	Application Form	*Test	Interview /	Psychometric Testing	Qualification Certificates	References
*Test = Skills Test/Knowledge Test/Micro Teach/Presentation						
Education and Qualifications						
<u>Essential</u>						
• High level vocational qualification level 3 or above in Early Years	✓				✓	
• Assessor Qualification	✓				✓	
• GCSE Grade C (4/5) in English and Maths	✓				✓	
<u>Desirable</u>						
• Teacher trained (<i>PGCE, DTLLS or CertEd</i>) or commitment to working towards	✓				✓	
• Verifier Qualification	✓				✓	
• Evidence of ongoing professional development	✓				✓	
Skills and Experience						
<u>Essential</u>						
• To be occupationally competent in a relevant commercial / professional environment	✓		✓			
• Good level of digital literacy	✓		✓			
• Ability to think, plan and manage relevant apprenticeship standards/frameworks	✓		✓			
• Ability to plan organise and manage end point assessments (EPAs) with employer/awarding organisations and apprentices.	✓		✓			
• Ability to engage with employers and/or employer representatives to ensure effective and efficient delivery of learning opportunities	✓		✓			
• Ability to use and monitor the use of electronic tracking and monitoring systems: Management information systems, electronic portfolios, client relationship management systems.	✓		✓			
• Ability & experience in communicating effectively with employers and/or with people working in senior positions	✓		✓			
• Produce comprehensive oral and written reports on all aspects of the role as required	✓	✓	✓			
• Ability to inspire confidence in learners/employers/staff	✓		✓			
• Working knowledge of Health and Safety						
<u>Desirable</u>						
• Experience of undertaking lead verification of qualifications	✓		✓			
• Experience and knowledge of apprenticeship standards	✓		✓			
• Organise learning environments and supporting education / training	✓		✓			

Assessment Method					
Application Form	*Test	Interview /	Psychometric	Qualification Certificates	References

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Personal Attributes					
<u>Essential</u>					
<ul style="list-style-type: none"> Excellent inter-personal skills with ability to develop positive working relationships at all levels (<i>internally and externally to College</i>) and to translate ideas into actions 			✓		✓
<ul style="list-style-type: none"> Emotional intelligence, self-awareness and confidence 			✓		✓
<ul style="list-style-type: none"> Accuracy and attention to detail 			✓		
<ul style="list-style-type: none"> Excellent organisational skills, ability to prioritise and work effectively under pressure 			✓		
<ul style="list-style-type: none"> Flexible approach to working 			✓		
<ul style="list-style-type: none"> Commitment to on-going professional development 	✓		✓		
<ul style="list-style-type: none"> An understanding of their responsibilities relating to the safeguarding of young people and vulnerable adults 			✓		
Special Factors					
<u>Essential</u>					
<ul style="list-style-type: none"> Full, current driving licence 	✓				
<ul style="list-style-type: none"> Car owner, with a willingness to use on College business as required (<i>mileage allowance payable</i>) 	✓				
<ul style="list-style-type: none"> Enhanced DBS check 					

Updated: December 2024