

DESCRIPTION OF POST

Job title:	Work Place Assessor (Childcare and Teaching Assistant Courses)
Conditions of Service:	LBR Adult Ed Teaching & Educational Management Staff
Hours:	Part time hours; variable depending on candidate caseload Hours to be worked are not set by the organisation; the employee will plan workload according to allocated caseload providing assessment are completed timely and performance is satisfactory
Scale:	Academic Scale: 2-7 (non-teaching) depending on qualifications and experience and duties
Directly responsible to:	Assistant Principal, Adult Skills

A. Overall Purpose of Job

1. The post holder will be responsible for a range of Childcare and Teaching Assistant students.
2. Will plan and carry out assessment against nationally recognised standards to ensure timely achievement of qualifications enabling students to reach their potential.
3. To monitor learner progress and support their timely, successful achievement

B. Main duties and responsibilities

4. Travel to a variety of locations to make student/employer visits, as required.
5. Carry out risk assessments for new settings, where needed.
6. Receive and act on feedback from internal and external verifiers.
7. Work according to awarding body rules and regulations in all areas.
8. Develop new materials as relevant in order to enhance the delivery programme.
9. Have high expectations of students and motivate and build a 'can do' attitude with them.
10. Manage your own workload to ensure the full requirements of the post are carried out, enabling ALL
11. students to achieve Early years Practitioner status in accordance with the DfE requirements.
12. Play an active role in the department, contributing to meetings, Schemes of Work, assessment, updates
13. as appropriate and sharing best practice.
14. To assess students' progress in accordance with College policy and awarding body requirements.
15. To plan and carry out assessments (including professional discussions) both in College and the students
16. workplace adhering to the awarding organisations requirements.
17. To prepare Individual Learning Plans (ILPs), carry out regular reviews with students in accordance with the
18. CACHE NCFE examination body.
19. To participate in the delivery of training relating to work placement when required to, enhance learning
20. with one-to-one tutoring. Ensure students develop skills required to develop as an Early year's practitioner.
21. Ensure students are tracking their own competencies in order to complete the course.
22. To prepare materials suitable for the work place to assist the students.
23. To provide up-to-date working knowledge of the Early Years Foundation Stage (EYFS)
24. Keep up-to-date with any curriculum changes that may occur throughout the time in post.
25. To willingly participate in Internal Quality Assurance (IQA) activities in line with the IQA plan/direction of
26. lead Internal Quality Assurer (IQA).
27. To keep and maintain accurate records of students' progress including observation assessments.
28. To complete, maintain and submit accurate records for all students, in line with contract requirements.
29. To regularly report to the Programme Manager/CACHE Lead IQA on the progress of students.
30. To deal professionally with colleagues and external partners as required.
31. To ensure the confidentiality and security of all the College's documentation and information.
32. To attend training/refresher courses and meetings as required by the Programme Manager/CACHE Lead IQA.
33. Keep an up to date log of CPD training completed as required by the examination body.

34. Be familiar with or willing to develop the use of IT systems and E learning portfolios such as Google classroom and Microsoft Teams.
35. Working with others as appropriate, help the college source and secure additional placements providers.
36. To use approved learning and assessment materials to support the learner to meet the qualification requirements
37. To adapt materials and assessment for learners with additional needs liaising with the Learning Support Adviser if required
38. To develop, agree, review and update assessment plans with learners
39. To assess evidence against the standards set out in the qualification specification
40. To support the development of English and maths skills where candidates require this ensuring all spelling, punctuation and grammar is accurate.
41. To complete and update assessment records in accordance with internal and external quality standards as set by the awarding body and the Institute Quality Improvement Framework ensuring these are accurate and up to date
42. To report on candidate progress to Programme Manager
43. To follow agreed complaints and appeals procedures if candidates disagree with your assessment decisions
44. To liaise with the IQA and other assessors attending standardisation meetings as required
45. To seek the advice and support of the IQA should clarification of evidence requirements be needed or there are areas of concern
46. To hold all information about the Institute's business and learners, including learner lists, prospective list, marketing material confidentially and, on leaving the post will return the same to the Institute and confirm destruction of soft or hard copies.
47. Undertake other duties, as requested.

C. General Duties

1. To participate in performance review and continuous professional development (CPD) developing required knowledge, understanding and skills to deliver responsibilities effectively
2. To positively promote the Institute in all contact and communication with the public and learners
3. To follow all Institute policies and procedures
4. To undertake any other duties as may be reasonably requested commensurate to the level of experience and responsibility expected including supporting other teams at peak times

Person Specification: Flexible Learning Assessor

Specification	Essential	Desirable
Education and Training Formal qualifications and relevant training	1. Degree or professional qualification/subject specialist qualification at level 3 or 4 2. Either unit A1 Assessor award or D32/D33 units 3. A recognised teaching qualification (e.g. Cert Ed, DTLS) 4. Maths and English at Grade A*-C or equivalent	1. Additional qualification in subject specialist area 2. Safeguarding and Prevent Duty 3. Equality & Diversity training 4. E-Safety training
Experience Ability to undertake duties of the post	1. Experience of working in the sector applied for 2. Evidence of successful experience in competence based assessment procedures 3. Excellent knowledge of IT applications and E-Safety 4. Experience of completing assessments	1. Recent experience of working within the specialist area 2. Experience of online assessment 3. Experience of OFSTED inspection and matrix assessments
Skills and Knowledge	1. Knowledge of the subject specialist area applied for and techniques that support people best 2. Understanding of equalities, safeguarding, counter terrorism, health & safety and DDA legislation 3. Understanding of the matrix quality standards and OFSTED Common Inspection Framework and other quality assurance and improvement frameworks 4. Excellent organisational and planning skills. 5. ICT skills and using technology to support on line learning and assessment 6. Knowledge and awareness of personal responsibilities in the areas of risk management and health, safety and welfare, both in terms of self and others	1. Knowledge of Accreditation schemes 2. Coaching skills 3. Knowledge of the current local and national priorities in post 16 learning 4. Understanding of the Professional Standards for Teachers
Personal Qualities	1. High level communication skills both oral and written. 2. Positive, energetic and proactive approach 3. Motivated to work independently and remotely 4. Highly organised and with the ability to prioritise workload and meet deadlines 5. Attention to detail 6. Reliable with a flexible approach to working hours able to meet the needs and requirements of learners 7. Reflective practitioner able to develop own skills and seek advice from a variety of sources 8. Ensures an appropriate level of confidentiality in processes 9. Committed to developing the success and wellbeing of others	