East Durham College

Job Description

Post Title: Assessor in Education and Early Years

Location: Willerby Grove

Responsible to: Programme Area Lead

Attendance Requirements: 18 hours per week

Salary: £31,000- £33,000 FTE (Part time 18 hrs £15,500 – 16,500)

Main purpose:

* The main purpose of this post is to facilitate an effective learning experience by providing competence-based assessment, support and guidance to learners enrolled on Early Years and /or Teaching Assistant courses in their placements.
* To work flexibly with employers, college staff and care team to provide support for learners.

**Main duties:**

* To work with the team to interview, assess and select learners in onto relevant qualifications.
* To arrange appointments with learners and industrial placements and share diary on a weekly basis with the line manager.
* To action plan and track student’s progress during their programme.
* To undertake assessments of competence of the students work based skills inline with the qualification specification.
* To follow the assessment cycle and provide feedback to learner’s assessment outcomes and next steps
* To complete course documents and map competence to relevant work-based criteria assessments.
* To support and guide learners whilst in placement.
* To facilitate and complete the review process of learners in liaison with the Placement Officer and course lecturer.
* To liaise with employers to ensure that they are kept fully informed on all aspects of the course programme and assessment requirements
* To work and liaise with the care team on all aspects of quality improvements, self-assessment reports, auditing etc., to ensure the appropriate quality procedures are implemented and followed.
* To work flexibly with the Care Team to support all programmes to develop.
* To provide guidance on progression opportunities to students nearing completion of their programme.
* To present relevant information requested by line manager.
* To participate in appropriate team meetings including quality evaluation and standardisation.
* Any other duties commensurate with the salary and grade of the post, which may be assigned from time to time.

**Other Duties relevant to all EDC employees**

* Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
* Undertake any other duties, appropriate to the grade of the post, as required from time to time.
* Comply with College Policies and Procedures and the Staff Code of Conduct.
* To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
* To uphold British Values, the college values and responsibilities regarding equality and diversity.
* To understand and adhere to college Health and Safety polices and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other’s health and safety.

| **Person Specification** |  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- | --- |
| 1. **Qualifications/ Training** | | | |  |
| 1.1 | Background in Childcare and Education with appropriate qualifications in this sector holding a suitable professional qualification at level 3 or higher. |  |  | Application form |
| 1.2 | TDLB D32/33 or ‘A’ Unit equivalent. (willing to work towards) |  |  | Application form |
| 1.2 | GCSE level standard education or equivalent (maths & English) | ✓ |  | Application form |
| 1.3 | IQA Qualification (TAQA Level 4 or equivalent) |  |  | Application form |
| 1.4 | Level 3 or higher teaching qualification |  |  | Application form |
| 1. **Experience** | | | |  |
| 2.1 | Experience of assessing progress. |  |  | Application form/interview |
| 2.2 | Experience in the assessment of Vocational Programmes. |  |  | Application form/interview |
| 2.3 | Experience of working with young people and/or adults in an education environment. |  |  | Application form/interview |
| 2.4 |  |  |  |  |
| 2.5 |  |  |  |  |
| 2.6 |  |  |  |  |
| 1. **Skills and Knowledge:** | | | | |
| 3.1 | Knowledge of Early years and Teaching assistant qualifications. |  |  | Application form/interview |
| 3.2 | Knowledge of the Early Years Educator competencies. |  |  | Application form/interview |
| 3.3 | Excellent levels of communication and organisational skills |  |  | Application form/interview |
| 3.4 | Proficient IT skills, particularly Microsoft Word and Excel |  |  | Application form/interview |
| 3.5 | Excellent administrative skills |  |  | Application form/interview |
| 3.6 | Able to build a professional and supportive relationship with children and young people |  |  | Application form/interview |
| 3.7 | Knowledge of health and safety |  |  | Application form/interview |
| 3.8 | Knowledge of safeguarding children and young people |  |  | Application form/interview |
| 1. **Attributes / Other Requirements:** | | | |  |
| 4.1 | Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours | ✓ |  | Interview |
| 4.2 | Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing. | ✓ |  | Interview |
| 4.3 | Working individually or as a team - Ability to work independently and as part of a team under minimal supervision. | ✓ |  | Application Form / Interview |
| 4.5 | Driving - Full UK Driving License and / or access to a vehicle (if applicable). |  |  | Application Form |