



Job Description

Job Title	Education and Early Years Assessor
Department	Education and Early Years
Reporting to:	Learning Area Manager
Main Purpose of the role	
To assess individual learners in childcare settings on the Level 2 Early Years Practitioner and T Level in Education and Early Years courses. To support and document the assessment process. To liaise with the teaching team and the setting supervisor.	
Key Tasks / responsibilities:	

Main Duties

- To assess learners on Level 2 and 3 courses on their industry placement in early years and primary settings.
- To provide feedback and support to the learners verbally, using Office 365 Teams and promonitor systems.
- To communicate progress and provide feedback to the employer and encourage full support and commitment to the partnership. This will involve regular and open discussion with the employers, advising on learner progress, any issues relating to the programme, and an awareness of other learning opportunities and support offered by the College.
- Liaise with the assessment and teaching team to ensure that learners achieve their full framework by communicating progress, developments or issues and requirements that may arise, thus allowing timely intervention, support, adaptation or corrective action and ultimately completion.
- To maintain accurate records of candidate progress, tracking and achievement.
- Maintain appropriate Continuing Professional Development, including the attendance on all training events identified for you by the Learning Area Manager, to ensure the highest standards of quality in your assessing

Duties may include:

- Completing the internal quality assurance.
- Supporting learners to develop their skills and knowledge where necessary to meet the criteria of the qualification.
- Following the guidance issued by both the Awarding Body and the College with regard to assessment practice and the completion of documentation.
- Conducting regular reviews of progress involving the learner and their employer, to ensure achievement of the agreed outcomes within the timescale.
- Monitoring and managing the progress of individual learners to meet the targets agreed.

- Demonstrating competence in the application of Health & Safety procedures.
- Completion of all paperwork required meeting audit requirements.
- Attendance at team meetings, Open Days/Evenings, Staff Development days and any other duties as directed by the Learning Area Manager.
- Any other duties required by the Learning Area Manager that are commensurate with the grade.

As the needs of the College change so the above job profile, duties and location of the role within the College will be adjusted accordingly. Where an employee indicates a disability, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the post. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Role Dimensions
<ul style="list-style-type: none"> • Flexibility to deal with varying abilities within groups and the sensitivity to identify possible learning requirements. • Must have regular use of a vehicle.
Key Interfaces
<ul style="list-style-type: none"> • Learning Area Manager. • Programme Leader, Course Leader and Lecturers • Awarding organisations • Local employers
Supporting College Goals and Values – all roles
<p>In addition to the requirements of individual roles, all people employed by SGS College are expected to actively support the achievement of the College's goals and, at all times, both internally and externally, to behave in a manner consistent with the College's mission and values.</p> <p>This means:</p> <ul style="list-style-type: none"> • Performing your role and delivering your service in a way that helps the College achieve its strategic objectives and annual development and improvement plans taking account of available resources and national developments. • Promoting the image of the College as one that is committed to the highest standards of delivery and service. • Sharing the College's commitment to safeguarding and prioritising the welfare of children, young people and vulnerable adults and demonstrating it in your day to day work. • Sharing and prioritising the effective implementation of the College's Equality and Diversity Policy. • Promoting and implementing best practice in Health and Safety,
Measurable Performance Standards for this role
<ul style="list-style-type: none"> • 90% retention and completion target • Contact Employer within 2 weeks of receiving the lead and maintain regular contact throughout. • Ensure first visit with learner is within 6 weeks of learners start date • Maintain regular contact with the learners
Level of Disclosure and Barring (DBS) disclosure required

Enhanced with barred list checks					
Author and Date					
Paulette Languerand 05/07/24					
Job Evaluation (<i>for HR Completion</i>)					
Score		Profile		Level	

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Where an employee indicates a disability, every effort will be made to make reasonable adjustments. If, however, a certain task proves to be unachievable, job redesign will be given full consideration.

Person Specification

Assessor of Early Years and Education



Criteria	Essential	Desirable	Assessed by
Qualifications and attainments			
A minimum of L4 or equivalent qualification in Education with Early Years	✓		Application form and certificate
Assessors Qualification (A1)	✓		Application form and certificate
IQA Qualification (V1)	✓		Application form and certificate
Teaching Qualification (DTLLS)		✓	Application form and certificate
GCSE Maths and English grade C or above or Level 2 equivalent	✓		Application form and certificates
Basic Health & Safety qualification		✓	Application form
Experience and knowledge			
5 years experience working in the Early Years sector	✓		Interview and application
Recent experience of assessing at Level 3 Education and Early Years		✓	Interview and application

Knowledge of the Level 2 Early Years Practitioner course and the T Level in Education and Early Years		✓	Interview and application
Ability to convey information which needs careful explanation or interpretation	✓		Interview and application
Working with others to reach an optimum conclusion by collaboration	✓		Interview and application
Taking responsibility for an area of work, setting standards and monitoring performance.		✓	Interview and application

Criteria	Essential	Desirable	Assessed by
Good administrative skills	✓		Interview and application
Ability to show initiative	✓		Interview and application
Evidence of achieving targets within timescales	✓		Interview and application
Evidence of current industry practice/updating	✓		Interview and application
Working knowledge of current best practice in Health and Safety		✓	Interview and application
Accurate completion of College and awarding body documentation as per guidelines		✓	Interview and application
Skills and abilities			
IT literate	✓		Interview and application
Experience of using Office 365 and Teams		✓	Interview and application
Excellent oral and written communication skills	✓		Interview and application
Excellent organisation and administrative skills	✓		Interview and application

Circumstances of role (if applicable)			
Must be willing to undertake appropriate training and staff development to contribute to CPD	✓		Interview and application
Hold a full current driving licence	✓		Interview and application
Have access to a vehicle at all times for the purpose of work	✓		Interview and application
Hold car insurance to cover business use	✓		Interview and application
Ability to obtain and maintain a satisfactory Disclosure and Barring Certificate	✓		Interview and application