

JOB DESCRIPTION

Job Title:	Childcare Assessor - VH
Responsible to:	Head of Learning and Standards
Grade:	6
Hours per week:	Variable Hours

Main Purpose of the Role:

The post holder will be a member of the WBL team, who will be responsible for the assessment of work-based learning of students on placement on Childcare programmes.

General Accountabilities

1. Lead, promote and support the development of the College's Equality and Diversity policies, procedures and practices as they relate to students and staff.
2. Develop effective contact, liaison and working relationships with colleagues in the College and other bodies as appropriate.
3. Support the development of the learning organisation and facilitate cultural change.
4. To engage in professional development and networking to ensure that professional and strategic contributions are up-to-date.
5. Complying with the College Health and Safety Policy and all relevant health and safety requirements.
6. Participating actively in the performance management scheme, agreeing objectives, attending reviews and undertaking staff development as required.
7. All employees are expected to be fully committed to policies and processes on equality, diversity and safeguarding.
8. Such other duties as may be reasonably expected of the post holder.
9. This list is not exhaustive and is only an indication of responsibilities.

Principal Accountabilities:

1. Conduct practical assessments of learners within the workplace and elsewhere in accordance with the requirements of the awarding body.
2. Monitor/track/expedite learners' progress and report any concerns to the appropriate Programme Manager.
3. Assess the underpinning knowledge requirements of the qualification, within the work place.
4. Conduct Initial visit, Health & Safety visit and progress reviews in line with the Guildford College WBL Policy and Procedures.
5. Assess learners at induction and identify any transferable skills needs, signposting to the appropriate service as required.
6. Carry out the administration for the above, maintaining accurate records and documentation in line with the appropriate programme IQA/SV/College requirements.
7. Attend meetings as required by the Programme Manager.
8. Attend relevant training to maintain current vocational competence and continuing professional development as identified by the Head of Learning and Standards.
9. Generating further training opportunities with current and new clients.
10. Ensure compliance with relevant Health and Safety requirements, both within College and employers' organisations.
11. Promote and support the development of the College's Equal Opportunities Policy
12. Maintain the highest standard of confidentiality at all times and deal empathetically with all learners and employers.
13. Such other duties as may be reasonably expected of the post holder.

Training Identified for the Post

- Equality and Diversity training
- Prevent training including three yearly update
- Health and Safety training
- Induction training
- Safeguarding training including a three yearly update
- Data protection training

- Keeping updated with developments in the appropriate professional area.

Please note

The person appointed to this post will, from time to time, have contact with students, many of whom are under eighteen year of age, and some under sixteen years, a number of whom may have moderate to severe learning difficulties and/or disabilities. As such, the postholder will be required to have an Enhanced DBS check along with other mandatory checks.

As the College is a multi-campus site, flexibility and willingness to work across sites will be required.

This job description reflects the requirements of the post at March 2016 but may be amended from time to time following consultation with the post holder.

Safeguarding Requirements

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks (including a DBS check at Enhanced level) as well as providing proof of right to work in the UK.

Equality, Diversity and Inclusion and British Values

As we are a diverse college that respects differences in race, disability, gender, gender identity, marital status, sexual orientation, age, faith or belief, trade union membership or activity, background or personal circumstance, we welcome all applications. We want everyone to feel valued and included in the college community and to achieve their full potential. The College is opposed to any form of discrimination and commits itself to the redress of any inequalities by taking positive action where appropriate. The College is committed to promoting the Prevent agenda along with Fundamental British Values. We aim to provide an open, welcoming and safe environment for all of our students, employees and visitors.

PERSON SPECIFICATION: Childcare Assessor

	Essential	Desirable
Experience	<p>Recent relevant occupational experience within the vocational area</p> <p>Childcare, playwork & supporting teaching and learning</p> <p>Assessing across a number of qualifications</p>	
Knowledge	Relevant occupational knowledge and assessment in the workplace	
Skills	<p>Strong communication skills both verbal and written</p> <p>Good presentation skills</p> <p>The ability to relate to staff, students and employers</p> <p>Customer focused</p> <p>Positive outlook</p>	
Qualifications	<p>Industry qualifications – level 3 or above</p> <p>Assessor awards: D32/33 or A1 or TAQA L3</p> <p>Maths, English, ICT level 2 qualification or willingness to achieve</p>	<p>Industry qualifications – level 5 and above</p> <p>Verifiers Award or D34 or V1 or TAQA L4</p>
Particular Requirements	<p>Ability and willingness to travel on a regular basis to learner appointments as required.</p> <p>Be prepared to operate flexible working hours to meet learner/employer needs. This could include weekends and out of hours.</p> <p>Self-starter.</p> <p>The ability to react well to change.</p> <p>Good attention to detail.</p>	Car driver with own vehicle

Personal Qualities	<p>Articulate and able to communicate professionally with colleagues at all levels, both internally and externally.</p> <p>Ability to work as part of a team and support colleagues.</p> <p>Ability to cope with a demanding workload.</p> <p>Prepared to take and implement decisions and accept responsibility for own actions.</p> <p>Self motivated.</p>	
Other	<p>Ability to work flexibly as some evening duty may be required to meet the needs of the College.</p>	