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**Job Description**

**Childcare Placement Assessor**

Responsible to: **Head of Department**

Job purpose: **To organise and visit students on childcare placement and assess their competency**

**Key Duties**

**Professional Responsibilities:**

* Work with the teacher of Early Years in the monitoring, planning and assessment of students for their professional practice qualification
* Assess students’ practical skills and competencies at their work placement, gathering and recording information as required by the awarding body.
* Liaise with the teacher of Early Years in identifying possible work placements to support the classroom teaching
* Arrange placements, notify students, ensure completion of all necessary paperwork and enter details onto work placement register
* Work in liaison with the Work Experience Placement Officer to ensure that appropriate Risk Assessments are carried out in advance of students being placed
* Support, monitor and evaluate placement attendance and student progress with the teacher of Early Years
* Assist in the process of gathering documentation for DBS disclosures
* Complete any other relevant documentation as required

**Quality:**

* Participate in professional development reviews and staff development activities
* Contribute to college and departmental self-assessment / planning

**Responsibilities of all staff:**

* Promote high expectations of students in and outside the classroom; and promote and safeguard their welfare
* Carry out administrative duties relevant to the post, including maintaining records and providing information/data
* Work within college guidelines and promote college values
* Give due consideration to Health & Safety and Equality & Diversity issues within all activities
* Maintain confidentiality regarding sensitive or personal information
* Carry out other duties as reasonably required by the Principal

*This job description is provided to assist the post-holder in knowing what his/her main duties are. From time to time these duties may be changed as the requirements of the job change.*

*Reviewed: January 2018*