

**Job Description**

**Visiting Assessor in Early Years**

**Health ,Sports and Salon Services**

**The role**

To work within the Childcare teams in the School of Health, Sport and Salon Services to assess/train candidates on Early Years Education courses at Levels 2 and 3 and to contribute towards the achievement of the school’s targets. The role will be at the Wandsworth campuses and will require the candidate to carry out assessments of learners in work placement settings.

**Responsible to:** Curriculum Manager Childcare

**Main Purposes and Responsibilities**

Support learners to meet all aspects of competence-based assessment, in line with the requirements of External Quality Assurance for CACHE NFCE courses.

1. Support the Health, Sport and Salon Services delivery of qualifications in this vocational area within agreed time scales by providing underpinning knowledge, both individually and in classroom based activities and by undertaking assessments.
2. Support learners in completing portfolios using all aspects of assessment in line with the Assessor standards, and in line with awarding body and External Quality Assurers (EQA) requirements.
3. Record individual learner progress on planned placement activities as it this occurs and take responsibility for initiating and updating the records of learners as appropriate.
4. Create and maintain monthly records for each programme/learner, sending each update to the Course Leaders to update records in the agreed timeframe.
5. Contribute to the Individual Learning Plan for each learner, the initial assessment at induction, the setting of targets at every session and the personal action plans, reviews and all appropriate documentation required to meet the College’s quality assurance process and funding body’s requirements.
6. Work closely with the Childcare teams to ensure data accuracy with regards to continuing learners at the end of the academic year.
7. Complete individual feedback sheets for learners for each element of work.
8. Gather information on the on-the-job training offered by each provider.
9. Attend regular review and standardisation meetings organised by the school.
10. Make regular returns of the information required by the College.
11. Be proactive in providing market intelligence for the school.
12. Communicate with learners, colleagues, employers and stakeholders in support of learning and achievement.
13. Hold relevant Assessor and Verifier qualifications.
14. Prepare assessor plans and be part of the College observation process.
15. Complete risk assessments before working on sites.
16. Internally verify colleagues’ portfolios where appropriate.
17. Take part in Staff development programmes and ensure your own CPD is kept up to date.

**General Duties**

The post holder will assist with or undertake the following:

* To keep up-to-date with QA initiatives and to develop and meet service standards for the area of work.
* To participate in the Professional Development Programme and undertake training as required including all relevant areas of technology.
* To propose any ideas which may help to promote and extend the Group's reputation and efficient running of the Group.
* To work safely, consider the safety of others and work within the guidelines stated in the Group Health and Safety Policy
* To be available to assist in enrolment and other procedures, which may require occasional evening and weekend work.
* Undertake other duties as may be required by the Group Leadership Team or their representatives, in order to ensure the efficient functioning of the Group.

As a list of general duties, the above is not exhaustive. The work of the Group as a whole is expected to develop and the holder of the post will be required to work flexibly with colleagues to facilitate this development.

**Additional Information**

This Job Description / Specification is subject to periodic review.

### Salary scale: £11.45 to £12.15 per hours

**Person Specification**

**Visiting Assessor in Early Years**

**Person Specification, Experience and Qualifications**

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|  |  | **Essential** | **Desirable** |
| 1 | * A successful record of delivering qualifications | ✓ |  |
| 2 | * A successful track record of training and assessment in either the early years or healthcare environment | ✓ |  |
| 3 | * Experience of working with employers. | ✓ |  |
| 4 | * Experience of maintaining client relations. |  | ✓ |
| 5 | * Minimum to level 3 |  | ✓ |
| 6 | * A relevant professional teaching/training qualification |  | ✓ |
| 7 | * D32, D33, D34 or A1/A2/TAQA | ✓ |  |
| 8 | * A professional qualification in a relevant sector. | ✓ |  |
| 9 | * Educated to GCSE/ level 2 or equivalent with grades A\*-C in English and Mathematics (or to achieve BKSB equivalent within six weeks of appointment) | ✓ |  |
| 10 | * High level of computer literacy (MS office, on line tracking systems) | ✓ |  |
| 11 | * Able to work effectively under pressure and to strict deadlines | ✓ |  |
| 12 | * Able to use initiative, organise and prioritise. | ✓ |  |
| 13 | * Able to identify and implement improvements in existing systems. | ✓ |  |
| 14 | * Able to communicate effectively at all levels both orally and in writing. | ✓ |  |
| 15 | * Able to produce and present reports to a variety of audiences. | ✓ |  |
| 16 | * Able to develop relationships with clients and identify & meet their needs. | ✓ |  |
| 17 | * Car driver with full clean licence. |  | ✓ |
| 18 | * Commitment to establishing and maintaining good working relations with colleagues and students | ✓ |  |
| 19 | * Evidence of commitment to the safeguarding and promotion of the welfare of children and vulnerable adults | ✓ |  |
| 20 | * Commitment to the provision of a quality service and the implementation of quality improvements | ✓ |  |
| 21 | * Commitment to valuing diversity | ✓ |  |
| 22 | * Able to work flexibly throughout the week/over the year by prior agreement | ✓ |  |