



Job Description – Head of CACHE Centre

Post Holder

Line Manager: Head of Primary

Reports to: Executive Principal

Key Responsibilities:

- To be responsible for the development and continual up-date of the long-term and medium-term framework for vocational learning and select relevant courses;
- To oversee the CACHE business plan and ensure the centre's solvency;
- To correspond and present to BoD, prospective students, SMT and PLT;
- To interview all prospective candidates to assess ability and advise on course selection;
- To draft contracts, policies and CACHE Centre paperwork;
- To prepare the annual quality audit present to the External Quality Assurer;
- To train new Trainers. Assessors, IQAs and Mentors;
- To quality assure trainers, assessors and mentors through appraisal and standardization meetings;
- To coordinate assessors and mentors for all courses;
- To coordinate placements & correspond with relevant departments;
- To be Independent Quality Assurer for all courses;
- To assist in Standardization and IQA moderation for all courses.
- To liaise with the relevant colleagues to coordinate and promote effective in-school and external vocational provision, including but not limited to, early years courses;
- To liaise with the teaching team to continually improve and maintain high standards of teaching, learning and best practice in Early Years ISB.
- To act as Assessor through periodic observations (4-5 per year, per student) of each learner on placement for one of the following courses:
 - The Level 3 Diploma in Early Years Workforce;
 - The Level 2 Certificate in an Introduction to Early Years;
 - The Level 2 Certificate in Supporting Teaching & Learning in Schools;
 - The Level 3 Specialist Diploma in Supporting Teaching and Learning in Schools;
- To carry out online assessment and reassessment of all submissions;
- To hold 1-2-1 professional discussions with learner;
- To carry out periodic reviews of learner's performance and steps forward;
- To model lessons and provide 1-2-1 support in placement;

- To undertake Direct Observations, Professional Discussions and Question & Answer sessions for courses;
- To assist in Standardization and IQA moderation.

Key Responsibilities: (Trainer)

- To plan and deliver one of the following CACHE / NCFE courses (2 hours per week per course during term time):
 - The Level 3 Diploma in Early Years Workforce;
 - The Level 2 Certificate in an Introduction to Early Years;
 - The Level 2 Certificate in Supporting Teaching & Learning in Schools;
 - The Level 3 Specialist Diploma in Supporting Teaching and Learning in Schools;
 - Other CACHE courses to be included during 2020/2021
- To carry out online assessment and reassessment of all submissions;
- To hold 1-2-1 professional discussions with learner;
- To carry out periodic reviews of learner's performance and steps forward;
- To undertake Question & Answer sessions for courses;
- To assist in Standardization and IQA moderation.

Pastoral

- To be responsible for the well-being of students involved in vocational learning across the learning community;
- To be responsible for reporting any health and safety issues within the working environment and actively promote safe practices within vocational provision;
- To be responsible for ensuring all students are aware of the importance of safeguarding and confidentiality and carry out these duties to the highest standard.

Administration

- To attend school meetings as and when required;
- To ensure that all staff maintain detailed and comprehensive records at ISB CACHE;
- To ensure that all staff utilise ISB CACHE Centre's online resources to communicate with stakeholders including full use of the VLE and Laser Learning;
- To make all necessary preparation for External Quality Audits, making all necessary information and resources available.
- To assist in ensuring the smooth running of the vocational provision through effective staffing, budgeting, timetabling, resourcing and communication;
- To contribute and help coordinate marketing of courses to internal and external stakeholders;
- To carry out given duties relating to portfolio and assessment requirements as specified by external bodies including CACHE and NCFE;

- To make and maintain detailed and comprehensive records at ISB CACHE Centre including assessment records, interview notes, lesson observations, direct observations, professional discussions, question and answer sessions, standardization meetings and administrative records as necessary for the ISB CACHE Centre and CACHE requirements;
- To effectively utilise ISB CACHE Centre's online resources to communicate with stakeholders including full use of the VLE and Laser Learning as part of (but not limited to) the record-keeping, assessment and feedback process;

Assessment, Recording and Reporting

- To thoroughly assess in accordance with the requirements of the CACHE centre and CACHE UK.
- To be available to advise and inform relevant stakeholders of progress;
- To provide detailed feedback to staff promptly to ensure high quality delivery of the CACHE courses.
- To provide detailed feedback to students promptly to move their learning forward;
- To identify and communicate to students specific criteria used for assessing students' learning and progress.

Finance and Resources

- To ensure that resources and equipment are used and stored responsibly;
- To develop the budget and the drawing up of financial plans for the successful operation of vocational provision;

Teacher Support

- To abide by the school's confidentiality agreement;
- To identify and disseminate teaching methods and teachers' skills by attending relevant courses and reviewing related educational media;
- To keep up to date with current issues in primary teaching and Vocational teaching and assessing and provide in-service as appropriate, to staff and volunteers.

General

- To undertake such duties as are reasonably determined by the Executive Principal.

This job description may be amended at any time after discussion with you, but in any case will be reviewed within one year.

Signed

Date