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## Job Description for Assessor of CACHE and T-level Early Years

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**Responsible to:** Head of Faculty: Health, Care and Services

**Based at:** New College Pontefract

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### OVERALL PURPOSE OF THE POST

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Working within our school of Health, Care and Services, the post holder will be responsible for a range of Childcare students and will plan and carry out assessment against nationally recognised standards to ensure timely achievement of qualifications enabling students to reach their potential of Early Year Practitioner status.

*Specifically the post holder will be responsible for CACHE Childcare student work placements. These students need a minimum of 2 visits per placement and could complete up to 3 placements per year. The post holder may also be required to assist with Health and Social Care placement assessing.*

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### MAIN DUTIES

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- Travel to a variety of locations to make student/employer visits, as required.
- Carry out risk assessments for new settings, where needed.
- Receive and act on feedback from internal and external verifiers.
- Work according to awarding body rules and regulations in all areas.
- Develop new materials as relevant in order to enhance the delivery programme.
- Have high expectations of students and motivate and build a 'can do' attitude with them.
- Manage your own workload to ensure the full requirements of the post are carried out, enabling ALL students to achieve Early years Practitioner status in accordance with the DfE requirements.
- Play an active role in the department, contributing to meetings, Schemes of Work, assessment, updates as appropriate and sharing best practice.
- To assess students' progress in accordance with College policy and awarding body requirements.
- To plan and carry out assessments (including professional discussions) both in College and the students workplace adhering to the awarding organisations requirements.
- To prepare Individual Learning Plans (ILPs), carry out regular reviews with students in accordance with the CACHE and T-level examination body.
- To participate in the delivery of training relating to work placement when required to, enhance learning with one-to-one tutoring. Ensure students develop skills required to develop as an Early years practitioner.
- Ensure students are tracking their own competencies in order to complete the course.
- To prepare materials suitable for the work place to assist the students.
- To provide up-to-date working knowledge of the Early Years Foundation Stage (EYFS)
- Keep up-to-date with any curriculum changes that may occur throughout the time in post.
- To willingly participate in Internal Quality Assurance (IQA) activities in line with the IQA plan/direction of lead Internal Quality Assurer (IQA).

- To keep and maintain accurate records of students' progress including observation assessments.
- To complete, maintain and submit accurate records for all students, in line with contract requirements.
- To regularly report to the Head of School/Lead IQA on the progress of students.
- Liaise with External Quality Assessor (EQA) with the support of the Head of School/ Lead IQA.
- To deal professionally with colleagues and external partners as required.
- To ensure the confidentiality and security of all the College's documentation and information.
- To attend training/refresher courses and meetings as required by the Line Manager/Lead IQA. Keep an up to date log of CPD training completed as required by the examination body.
- Be familiar with or willing to develop the use of IT systems and E learning portfolios such as Ecordia and Microsoft Teams.
- Working with others as appropriate, help the college source and secure additional placements providers.
- Undertake other duties, as requested.

This job description is subject to amendment, from time to time, within the terms of your conditions of employment, but only to the extent consistent with the needs of the college/trust, and only after consultation with you.

**All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.**

**The post holder's duties must at all times be carried out in compliance with the trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the trust's responsibilities under the Health and Safety Act.**

**All staff are expected to support the achievement of the trust/college's mission and strategic objectives and to demonstrate its values through their behaviour.**

## Person Specification for Assessor of CACHE

*There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.*

ATTRIBUTES	ESSENTIAL	DESIREABLE
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of assessing/quality assurance within an educational environment.</li> <li>• A good understanding of CACHE/Early Years internal quality assurance procedures.</li> <li>• Proven employment working within the early year's sector at supervisory or management level.</li> </ul>	
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>• A recognised vocational assessing qualification (A1, D32/D33, TAQA or CAVA).</li> <li>• Hold a minimum Level 3 qualification in Early Years with practitioner's status.</li> <li>• A good standard of general education</li> </ul>	<ul style="list-style-type: none"> <li>• A nationally recognised teaching qualification.</li> </ul>
<b>Personal Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Have good organisational and planning skills.</li> <li>• Well-developed communication skills, both oral and written.</li> <li>• A willingness to undertake further training or development required.</li> <li>• Enthusiasm and the ability to motivate learners.</li> <li>• Ability to work independently or as part of a team.</li> <li>• Confidence in working with students within the 16-19 age range.</li> </ul>	
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to continuous improvement and willingness to learn from experience and practice</li> <li>• Ability to cope with unexpected situations.</li> <li>• Must be flexible with travel.</li> <li>• Enthusiasm and commitment for the post.</li> <li>• Commitment to equal opportunities and inclusion.</li> <li>• Full clean drivers licence.</li> </ul>	