
Job Description for Assessor of T-level Early Years

Responsible to: Head of Faculty: Health, Education and Services

Based at: New College Pontefract

OVERALL PURPOSE OF THE POST

Working within our faculty of Health, Education and Services, the post holder will be responsible for Year 12 and Year 13 T-Level Early Years students and will plan and carry out assessments (observations and professional discussions) against nationally recognised standards to ensure timely achievement of qualifications enabling students to reach their potential of Early Year Practitioner status.

MAIN DUTIES

- 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 External Quality Assessor.
- Work according to awarding body (NCFE) rules and regulations in all areas.
- Develop new materials as relevant 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 observations and professional discussions) both in college, and in the students' workplaces, adhering to NCFE requirements.
- 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.
- To prepare materials suitable for the workplace 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 observations and professional discussions.
- To complete, maintain and submit accurate records for all students, in line with contract requirements.
- To regularly report to the Head of Faculty/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 Head of Faculty/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 Microsoft Teams.
- Working with others as appropriate to source and secure additional placement 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 T-Level Early Years Assessor

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	DESIRABLE
Relevant Experience	- Recent experience of assessing/quality assurance within an educational environment. - A good understanding of internal quality assurance procedures. - Proven employment working within the early year's sector at supervisory or management level.	
Education and Training	- A recognised vocational assessor qualification (A1, D32/D33, TAQA or CAVA). - Hold a minimum of a Level 3 qualification in Early Years with practitioner status. - A good standard of general education.	A nationally recognised teaching qualification.
Personal Skills and Qualities	- Have good organisational and planning skills. - Well-developed communication skills, both oral and written. - A willingness to undertake further training as required. - Enthusiasm and the ability to motivate learners. - Ability to work independently or as part of a team. - Confidence in working with students within the 16-19 age range.	
Additional Factors	- Commitment to continuous improvement and willingness to learn from experience and practice. - Ability to cope with unexpected situations. - Must be flexible with travel. - Enthusiasm and commitment for the post. - Commitment to equal opportunities and inclusion. - Full clean drivers licence.	