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### **Job Description**

###### Assessor/Lecturer: Early Years

Title of Post: Assessor/Lecturer: Early Years

School: Hair, Beauty, Hospitality, Early Years and Performing Arts

Reporting to: Section Manager: Early Years

Hours: 28.8 hours per week, 52 weeks per year (0.8 FTE).

Grade: Uxbridge College Pay Scale pt. 23 – 36

Base: Hayes

# MAIN PURPOSE:

The post holder is responsible for the training and assessment of Work Based Learning (WBL) learners (including Apprentices) to determine their occupational competencies within the workplace. We deliver CACHE Early Years qualifications at Levels 2 and 3 and City and Guilds qualifications in Supporting Teaching and Learning in Schools.

**DUTIES SPECIFIC TO THE POST:**

**Recruitment of Learners**

* Participate in open evenings and recruitment activities to ensure that potential applicants and learners receive accurate information and guidance.
* Complete and contribute to the production of accurate information and fact sheets for Early Years provision.
* Interview potential applicants and contribute to the College’s interviewing schedules.
* Contribute to the development, promotion and delivery of the team’s marketing and recruitment strategies.

**Induction and Support for Learners**

* Carry out learner inductions and contribute to the design of induction programmes.
* Produce course handbooks.
* Where appropriate, act as a named tutor and liaise with the Section Manager and Course Team Leader to ensure the attendance, retention and achievement of learners.
* Understand and keep up-to-date with learner support and learning support arrangements, ensuring learners have full information and making appropriate referrals.
* Ensure that English and maths initial and diagnostic assessments are undertaken and that learners receive effective learning support.
* Ensure that resources within your subject area are kept up-to-date and accessible to learners and other staff in liaison with the curriculum managers and the College’s Learning Centres.

**Assessment**

* Assess all qualifications from L2 - L3 in the Early Years sector.
* Maintain monitoring, control and assessment systems required to ensure quality assurance of the qualifications offered and awarding body requirements are met.
* Comply with all administrative requirements in relevant documentation and completion of information for internal verification.
* Monitor and review progress of FT learners or trainees in the workplace, including carrying out regular progress reviews, keeping records of learners’ progress and ensuring that all necessary documents are recorded
* Liaise closely with workplace supervisors/mentors and college staff to support learners with their achievements.
* Maintain monitoring, control and assessment systems required to ensure quality assurance of the qualifications offered and that awarding body requirements are met.
* Comply with all administrative requirements in funding documentation, registration with awarding bodies and completion of information for internal verification and in line with College procedures.

**Design and Delivery of Programmes**

* Teach all qualifications from L2 - L3 in the Early Years sector and monitor learner progress across the full study programme.
* Prepare schemes of work, lesson plans and resource materials for teaching programmes.
* Utilise IT and e-learning (including e-portfolios) to deliver and assess elements of the curriculum.
* Prepare assessment plans and schedules and ensure learners are aware of your expectations.
* Assess learners’ progress regularly including the timely marking of work and giving feedback, both written and oral.
* Work towards the integration of learners’ basic skills development in the delivery of teaching, learning and assessment.
* Where appropriate, integrate the delivery and assessment of English, Maths and IT into the curriculum and liaise effectively with lecturers delivering Functional Skills/GCSE to learners.

**Curriculum Management**

* Attend team meetings and College events as directed by managers.
* Keep records up-to-date, including the completion of registers, and other required documentation.
* Liaise with colleagues to ensure that new members of staff are fully apprised of requirements.

**Quality**

* Carry out learner questionnaires and elicit learner feedback on the quality of teaching, learning and assessment.
* Contribute to course reviews including reviews of your subject area and the setting, implementation and monitoring of action plans.
* Participate in the College’s formal Lesson Observation process on an annual basis, which requires at least one graded Lesson Observation to take place. Further Lesson Observations may be required under the College’s Capability Procedure.
* Set targets for achievement, retention and attendance and participate in the College’s performance management programme.

**Other**

* Keep knowledge and skills up-to-date through self-study and undertake staff development and secondments relevant to professional needs.
* Participate in the College’s staff appraisal and mentoring processes.
* Promote Equal Opportunities and implement the College’s Equal Opportunities and Safeguarding policies.
* Provide a secure, safe and friendly learning environment including implementation of College’s Safeguarding and Health & Safety Policy.
* Complete all documents necessary to comply with College HR policies, e.g. temporary lecturer booking forms, sickness forms, appraisal forms, etc. and ensure all staffing records are kept up-to-date.

* To work weekends and evenings as required
* Carry out any other duties commensurate with the scale and grade of the post.

**Further Education is an ever-changing service and all staff are expected to participate constructively in College activities and to adopt a flexible approach to their work. This job description will be reviewed annually during the appraisal process and will be varied in the light of the business needs of the College.**

#### Assessor/Lecturer – Early Years

Person Specification

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **How assessed?\*** |
| Qualifications |  |  |  |
| Minimum of a Level 3 NVQ/VRQ qualification in Early Years/Teaching Assistant | **✓** |  | AF |
| Degree in Early Years/Early Years related subject |  | **✓** | AF |
| Assessor qualification (L3 Certificate in Assessing Vocational Achievement or equivalent) | **✓** |  | Cert/AF |
| Internal Verifier qualification or willingness to work towards one  | **✓** |  | Cert/AF |
| Advanced level teaching qualification recognised by the FE sector\*\*, or willingness and ability to obtain qualification | **✓** |  | AF/IV/T |
| Skills and Experience |  |  |  |
| Assessing experience in Early Years | **✓** |  | AF/IV |
| Teaching/training experience in Early Years | **✓** |  | AF/IV |
| Minimum of 3 years’ recent experience of working in Early Years, both Education and Care | **✓** |  | AF/IV |
| Understanding of the Early Years Foundation Stage Curriculum | **✓** |  | AF/IV |
| Up to date knowledge of recent initiatives in Early Years  | **✓** |  | AF/IV |
| * Experience of delivering Work Based Learning Early Years qualifications
 |  | **✓** | AF/IV |
| Understanding of Apprenticeships |  | **✓** | AF/IV |
| Strong organisation and administrative skills | **✓** |  | AF/IV |
| * Good IT skills
 | **✓** |  | AF/IV/T |
| * Ability to use IT/e-learning within the curriculum
 | **✓** |  | IV/T |
| Good written communication skills | **✓** |  | AF |
| Good communication and interpersonal skills | **✓** |  | IV |
| * Ability to work effectively as part of a team
 | **✓** |  | AF/IV |
| Flexibility and willingness to work outside of normal office hours | **✓** |  | AF |
| Willingness and ability to travel to workplaces within West London and the surrounding areas | **✓** |  | AF/IV |
| Understanding of the importance of Equal Opportunities and Safeguarding in an education environment | **✓** |  | AF/IV |
| Self-motivation | **✓** |  | IV |
| Knowledge of working with awarding bodies |  | **✓** | AF |
| * The ability to enthuse and inspire vocational students, particularly those aged 16-19
 | **✓** |  | IV/T |
| * Awareness of and sensitivity towards the different learning needs of students
 | **✓** |  | IV |
| * Commitment to learners and learner achievement.
 | **✓** |  | IV |
| Competencies*Academic staff should be able to demonstrate competency in all of the following areas:*Communication; Planning and Organising; Interpersonal Sensitivity; Adaptability/Flexibility; Results Focus |  |  | AF/IV |

\*Evidence of criteria will be established from:

AF = Application Form; IV = Interview; T = Test (Micro-teach/Skills test); Cert = Certificates checked on induction

\*\*Qualifications that are equivalent to the Diploma in Education and Training (DET) include: DTLLS (Diploma in Lifelong Learning Sector); 7407 Stage 3/FE Certificate Stage 3; older Certificates in Education; Post Graduate Certificate in Education (PGCE) – FE and/or Secondary; any qualification that is recognised as fully qualified for the FE sector.