

JOB DESCRIPTION

Post: Work Placement Assessor – Early Years

Responsible To: Head of Department (or Deputy Head of Department)

Summary of Post:

To organise work placements, assess students and monitor attendance and progress on a range of Early Years work experience placements.

Specific Duties:

1. To organise a series of placements, alongside the Industry Liaison Officer for each student group conforming with the Programme Director's interpretation of course requirements.
2. To visit placements to observe and assess students to Cache awarding body criteria and specification and monitor their attendance and progress, using Cache paperwork.
3. To keep records of assessments on appropriate college documentation and monitor return of any reports required from work placement supervisors.
4. To provide feedback to individual students on their assessed performance and reports from work placement supervisors. To provide guidance on how their performance could be improved or maintained.
5. To attend regular meetings with the relevant course teams.
6. To liaise with other staff in the Early Years team to ensure the student experience is to expected standards.

General Duties and Responsibilities:

1. To participate in the support & development scheme and to undertake training based on individual and service needs.
2. To promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with legislative requirements and group policies and guidelines in respect to health & safety and data protection.

4. To demonstrate positive personal and professional behaviour as specified in the Staff Code of Conduct.
5. To undertake continuing professional development to support our culture of continuous improvement.
6. To partake in quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested.
10. You will be responsible for protecting staff and learners from all preventable harm as per Safeguarding procedures.

Please note:

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

EMPLOYEE SPECIFICATION		Application	Interview	Shortlisting Weighing
Skills				
1.	Excellent communication and interpersonal skills to communicate with students and staff in college with a commitment to social inclusion.	✓	✓	6
2.	Evidence of effective administrative and organisational skills	✓	✓	6
3.	Flexible approach to cope with changing demands		✓	4
4.	Ability to act on own initiative		✓	4
5.	A demonstrable awareness of the five outcomes of Every Child to Achieve	✓	✓	4
6.	Interviewing skills for student recruitment	✓	✓	4
7.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
Experience				
1.	Experience in an Early Years environment	✓	✓	4
2.	Good knowledge of Health and Safety and COSHH regulations	✓	✓	4
3.	Working knowledge of CACHE systems and requirements	✓	✓	6
4.	Previous experience with young people, particularly in a supervisory capacity	✓		4
5.	A knowledge of Early Years Foundation Stage Framework (EYFS)	✓	✓	4
6.	Good IT Knowledge		✓	4
Education				
1.	Maths Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
2.	English Level 2 (e.g. equivalent to GCSE grade C/4 or above)	✓		4
3.	Early Years qualification NVQ Level 3 or equivalent	✓		4
4.	Level 3 Award in Assessing Vocational Achievement or equivalent	✓		4

Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6** Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4** Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2** Other relevant - it would be great if the candidate had, but is not expected to be shortlisted.

Failure to meet all of the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.