JOB DESCRIPTION

Job Title:	**Assesor in Early Years and Education**
Responsible to:	**Head of Section**
Department:	**Early Years and Education**
Salary Grade:	**Grade D**

JOB ROLE

To deliver underpinning knowledge and key skills and to plan for, assess and provide feedback to learners.

To provide a point of communication for students, employers and staff and to promote credibility of the courses within the professional arena, institutions and professional organisations.

To maintain professional updating and understanding of curriculum developments and to assist in developing the delivery and assessment plans for the courses provided and relevant documentation.

To ensure that course related documentation is maintained to a high standard in accordance with the requirements of the College, Department and Awarding Bodies.

KEY DUTIES

1	Develop innovative delivery models and customised training programmes providing quality training to meet the needs of employers.
2	Participate in curriculum development and planning.
3	Deliver a range of effective assessment techniques in the workplace leading to timely achievements.
4	Ensure candidates are registered with awarding bodies.
5	Attend performance review and facilitate standardisation meetings.
6	Update and maintain an agreed learner tracking system.
7	Provide reports of performance, recruitment, retention and achievement.
8	Maintain an up to date knowledge of eligibility criteria for work based learning contracts.
9	Maintain appropriate and accurate records for both academic and administrative purposes.
10	Carry out administrative duties in accordance with procedures specified in the relevant Quality Assurance Manual.
11	Carry out general academic duties in accordance with the general policy framework of the

	College.
12	Assume joint responsibility within course teams for quality of course delivery.
13	Undertake appropriate in-service training when required to do so and take responsibility for own continuous professional development.
14	Ensure a high level of confidentiality at all times.
15	Manage an agreed caseload of learners.
16	Liaise with moderator to plan external assessment process.
17	Undertake external examinations alongside moderator in childcare settings.
STANDARD CLAUSES – All Job Descriptions	
All employees of Sandwell College are required to:	
1	Comply with all College policies, procedures, and codes of practice.
2	Comply with the College's Health and Safety Policy and all associated procedures and guidelines. Employees are responsible for their own health, safety, and welfare, and must take reasonable care to avoid acts or omissions which may adversely affect the health and safety of others.
3	Promote and safeguard the welfare of children, young people, and vulnerable adults within the College environment.
4	Comply with data protection legislation, ensuring the secure and responsible handling of personal and sensitive information in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act.
5	Actively support and promote equality, diversity, and inclusion in line with the College's values and strategic objectives.
6	Participate fully in staff development and training programmes as part of continuing professional development (CPD) to enhance personal skills and professional effectiveness.

Candidates will be assessed for shortlist and interviewed against the following criteria.

Shortlisting Criteria		Essential	Desirable
1.	**Qualifications**		
1.1	Hold relevant professional qualification (minimum of Level 3) within Childcare	✓	
1.2	Hold a teaching qualification, minimum PTLLS or CTLLS or equivalent or take part upon the earliest opportunity		✓
1.3	Hold a D32/33/A1 or equivalent	✓	
1.4	Hold a D34/V1 or equivalent	✓	
1.5	UK Driving licence free of major endorsements and the use of a vehicle	✓	
2.	**Experience**		
2.1	Experience of assessing and training in appropriate subject area	✓	
2.2	Experience /knowledge of working within the relevant sector	✓	
2.3	Experience of managing caseloads of candidates	✓	
3.	**Skills/Abilities**		
3.1	Be able to present information to learners and colleagues using ILT	✓	
3.2	Effective communication	✓	
3.3	Ability to work under pressure and meet deadlines and targets	✓	
4.	**Qualities**		
4.1	Willingness to work within a team to implement college strategic policy	✓	
4.2	Flexibility in delivering training and assessments at external training venues during some evenings	✓	
4.3	Prepared to actively participate in new developmentS	✓	
4.4	Genuine understanding of a commitment to Equal Opportunities in practice	✓	

The Sandwell Colleges