



# Education and Early Years Assessor

APPLICATION PACK



# JOB DETAILS

## HOW TO APPLY



<b>Start Date</b>	As soon as possible following successful completion of standard pre-employment checks including an enhanced DBS.
<b>Working Arrangements</b>	Permanent, Part time, up to 14 hours. (Hours will include a Wednesday, working pattern to be discussed at interview) Term time only (39 weeks per year- including PD days) There will be the opportunity for extra hours during the year when students are on block placements. Some flexibility will be required from the candidate during these times to complete workplace visits. This can be discussed at interview.
<b>Salary</b>	Point 11 to 14 on the NJC Support Staff Pay Scale (£27,532 to £30,119 per annum FTE) Actual £8,948 to £9,789
<b>Pension Scheme</b>	Local Government Pension Scheme
<b>Contractual Terms</b>	NJC Terms and Conditions for Support Staff in Sixth Form Colleges
<b>Application Deadline</b>	12 noon, Monday 22 <sup>nd</sup> September 2025
<b>Interviews</b>	Are expected to be held w/c 29 <sup>th</sup> September 2025

### How to Apply:

Download the application form and complete it electronically (please note we are unable to accept CVs).

Email your application to **hr@priestley.ac.uk** or, if you are unable to complete it electronically, hand it in at our reception or post to: **HR Department, Priestley College, Loushers Lane, Warrington, WA4 6RD.**

Incomplete applications will not be accepted.

It is important you complete all relevant sections of the form accurately. Providing false information is an offence and could result in your application being rejected or, if you are selected, to summary dismissal with the potential for prosecution.

If you require assistance completing your application, or require information in a different format, please email **hr@priestley.ac.uk**

# JOB DESCRIPTION



**Job Title: Education and Early Years Assessor**

**Responsible to: The Head of Faculty**

## **Job Description and Purpose:**

The role of the assessor is to support the T Level Early Years Education students whilst they are at college and on work placements with local employers to ensure that they are developing the required skills, qualities and experiences for their role and qualification. This includes regular assessment, feedback, and support for all students. The role also includes liaison with employers to help them support students who are on work placement with them and ensuring that students are helping the settings to deliver a high-quality provision. In addition, the role requires working with curriculum teaching staff to ensure that the placement is meeting the qualification requirements.

## **Job Duties and Responsibilities:**

- Work with curriculum teams to prepare students for work experience and industrial placements, via one-to-one appointments, lesson delivery, and resources focused upon employability, professional skills and technical skills in the workplace.
- Deliver sessions to learners to prepare for the industry placements, create a year plan and scheme of learning to reflect the curriculum content relating to the technical skills and license to practice.
- Ensure that students are safeguarded when on work experience or industrial placements through appropriate administration of induction e.g. completing placement induction cards, DSL information etc.
- Utilise the college's online work experience tools and CRM/MIS, Portal systems to log information and maintain a transparent reporting trail shared with senior leaders and curriculum staff.
- Maintain regular contact with placement providers, making any required visits to ensure placements are successful.
- Assess T Level Students progress by reviewing their course documentation and conducting up to a minimum of six visits across the duration of their two-year qualification (i.e. one each term) to Early Year settings to observe practice against skills-based criteria.



## Job Duties and Responsibilities:

- Carry out visits with learners and with a moderator from the exam board, to satisfy Quality Assurance checks and standardise the awarding of grades and license to practice.
- Report on students' progress and agree targets for future development, linked to course criteria and expectations.
- Complete the mandatory assessor training with NCFE for moderated assessment, along with the standardisation training materials for the Occupational Specialism
- Coordinate and support initiatives and events relating to work related learning for Early Years and Education.
- Utilise and implement the use of our onsite Early Years suite to represent relevant and up to date practice.

### **Record keeping**

- Ensure all relevant records are maintained e.g. introductory letters, mentors' packs, skills mapping document etc.
- Update placement spreadsheets and maintain and update trackers alongside other relevant information
- Assessing documents to be maintained for moderation for both internal and external purposes e.g. Observations, Professionals Discussions, Evidence Mapping Skills etc

### **Monitoring and evaluation**

- Contribute to the quality assurance and self-assessment procedures within the wider team
- To commit to college quality systems and regular reviews of performance
- Be proactive in the use of our tracking tool, Rems Portal
- Closely monitor the performance of students on placement
- Produce timely and appropriate responses for monitoring data supplied

### **Other tasks**

- To carry out all other duties which are in accordance with the purpose and grade of the post.
- Attend meetings within the Cluster and across college to ensure consistency and professional development.

# PERSON SPECIFICATION



## Education and Early Years Assessor

Key: A= Application, I = Interview, R = References, C = Certificates

	Essential	Desirable	Identified by
<b>Relevant Experience:</b>			
Level 3 Early Years Qualified with License to Practice	✓		A
Experience working within the EYFS	✓		A,I
<b>Education and Training:</b>			
Minimum of 5 A*-C or 9-4 grades at GCSE or equivalent (including English & Maths)	✓		C
Degree		✓	C
Early Years Assessor Qualification (or willingness to obtain)	✓		C
First Aid Qualification (or willingness to be a First Aider/undertake appropriate training)		✓	A C
<b>Knowledge and Abilities:</b>			
Knowledge of progression routes for students: BTEC, GCSE, AS/A Level, T-Levels		✓	I
Effective liaison with external agencies & stakeholders	✓		I
Knowledge of post-16 education and options at 18		✓	I
Minimum of 12 months' young persons related work experience		✓	I
Awareness of key Safeguarding issues relating to young people including whilst on placement	✓		I
Ability to deliver sessions in college to students to support skills progression on industry placement	✓		I
Ability to communicate clearly and effectively (including producing reports for Senior Leaders & key stakeholders)	✓		I
Strong IT skills, including using spreadsheets	✓		I A
<b>Personal Qualities</b>			
Ability to be flexible and show initiative	✓		I
Good interpersonal, organisational and administrative skills	✓		I
Good record of attendance/punctuality (within the confines of the DDA)	✓		I
Commitment to equal opportunities and the principles of Equality and Diversity	✓		I
Strong support for the College ethos	✓		I
Ability to work to defined deadlines	✓		I
Ability to work to defined deadlines	✓		I
<b>Safeguarding:</b>			
Suitable to work with children and young adults and/or vulnerable adults	✓		I
Willingness to apply for an Enhanced Disclosure and Barring Service check or to have a check undertaken against an existing DBS Certificate if registered for the DBS Update Service.	✓		I

# ADDITIONAL INFORMATION



## Safeguarding and Safer Recruitment in Education

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. All policies regarding safeguarding can be found on our website [www.priestley.ac.uk](http://www.priestley.ac.uk)

Priestley College uses the Disclosure and Barring Service to assess all applicants and complies fully with the DBS Code of Practice. For more details go to [www.gov.uk/government/organisations/disclosure-and-barring-service/about](http://www.gov.uk/government/organisations/disclosure-and-barring-service/about) and for information relating to the DBS Update Service visit [www.gov.uk/db-update-service](http://www.gov.uk/db-update-service). We also comply with our obligations under the Data Protection Act 1998.

The successful applicant will be required to obtain an Enhanced DBS certificate for the Child Workforce (which must be shared with the HR Department within 28 days of its issue) or if already registered with the Update Service, provide their original certificate, and their registration number. All information will be treated in the strictest confidence and will not necessarily disqualify a candidate from consideration of appointment.

## Equality and Diversity

As an equal opportunities employer we aim to promote and maintain equality of opportunity. We monitor the diversity of applicants and would therefore ask you to support us in completing and returning our Equal Opportunities Monitoring Form. Information will be treated in confidence and will only be used to assist our monitoring process.

## Invitation to Interview

Applicants who are shortlisted will be emailed by the HR Department. If you have not been contacted you should assume that unfortunately you have not been shortlisted. Applicants who require any special arrangements or adjustments should contact HR. Applicants declaring a disability will be contacted in order that, wherever possible, appropriate adjustments can be made to support the candidate.

## Evidence of Identity

At interview, applicants will be required to produce the following:

### Evidence of identity

Current, valid passport

*and / or*

Current, valid driving licence

*and / or*

birth certificate (issued at time of birth, full or short form)

### Confirmation of address

Bank / building society statement

or a utility bill

(mobile phone bill is not acceptable)

Qualifications relevant to the post (if not provided at interview must be provided prior to taking up an appointment. Failure to do so may result in a job offer being withdrawn).

## References (Safeguarding Requirement)

If you are invited to attend an interview, the College will approach your referees prior to interview where possible. One of your nominated referees must be of a professional nature eg. current employer. Referees should not both be from the same employer wherever possible. If you are not currently working with children or young people, but have been employed in such a capacity previously, we require one nominated referee from that employment.

## Offer of Appointment

Any offer of employment will be subject to mandatory pre-employment checks including all those outlined above as well as proof of health and physical capacity to undertake the role ie. an occupational role (ie. an occupational health check).





# ABOUT PRIESTLEY



Priestley College's mission is to inspire, challenge and support young people to ensure they excel both in learning and in life.

As a founder member of The Challenge Academy Trust the College is part of TCAT's aim to deliver a cohesive education pathway from primary through to sixth form.

We are a friendly and inclusive college with a consistent record of high achievement, offering around 70 A-Level, Vocational and T-Level courses.

Priestley students have a consistent record of achieving a pass rate of 99% or better in A-Levels and each year around 30 A-Levels see a 100% success rate. Similar accolades are secured in Vocational subjects and in T-Levels.

The quality of education we provide in Science, Technology, Engineering and Maths was recognised when we became the first dedicated sixth form in the country to receive STEM-assured status.

Priestley was one of first colleges in the country to provide T-Levels and we also boast the UK's first dual rugby academy acknowledging the level of coaching received by both girls and boys.

There are now more than 2,000 students at Priestley who learn on a modern campus that we are constantly looking to improve.

Priestley is not a college that stands still. All tutors and staff constantly look for ways to improve in order to make the biggest difference to the highest number of young people.





# OUR CAMPUS



Priestley has a welcoming campus similar to one you would find at a university.

- C** CRESCENT BUILDING / MAIN RECEPTION
- P** PRIESTLEY ENTRANCE
- CT** COSTELLO THEATRE
- LRC** LEARNING RESOURCE CENTRE
- LC** LEWIS CARROLL BUILDING
- S** SPORTS CENTRE / ALL WEATHER PITCH
- D** DESIGN CENTRE
- A** ARTS CENTRE
- PA** PERFORMING ARTS
- VB** VIOLA BEACH CAFE



## CAMPUS FACILITIES

### Crescent Building

The Crescent Building is home to a wide range of subjects, everything from Health and Education to History and Public Services. It is also where you will find the Crescent Café and a Starbucks with space to relax outside.

### Learning Resource Centre

The LRC has recently been refurbished to create some definitive spaces in which to learn including Wellbeing and Careers Hub.

### Viola Beach Café & Costa Crescent Café & Starbucks

Visit the Viola Beach Café where there is space to relax and where we hold regular open mic sessions. Upstairs is The Mez where we serve Costa Coffee as well as seating for groups. The Crescent Café provides freshly-prepared food including a salad bar, sandwiches, wraps, soups and other hot meals including breakfast. Cashless Catering allows students to pay for meals using their ID card. Your account can be topped up online or at one of the top-up machines in college.

### Outdoor Spaces

There are several spaces around the campus where you can relax outside. There is some undercover seating linked to the Crescent Café, a mini outdoor theatre surrounded by greenery that is very relaxing as well as a large space in the centre of campus with benches and tables.





# OUR STAFF



## ADAM BIRD

'My role allows me to work with people across the college and what always impresses me at Priestley is how everyone pulls together for the good of the students and the college as a whole. It is an inspirational place to work.'

Head of Marketing & Communications

## LIBBY HOLT

'Priestley has a real sense of community and shared purpose. The focus is on how we work together, support each other and use our expertise to provide the best experience and opportunities for our students. There is a clear and thoughtful balance between academic rigour and pastoral support that enables students to achieve their potential both here and beyond.'

Head of Faculty  
Humanities & Social Science

## KIM PAYTON

'I was a student at Priestley and now as a member of staff I have worked alongside some of the most wonderful people as well as supported inspirational students. The experience has helped shape the person I am today.'

Administrator for Pastoral Heads

## CHRIS JOHNSON

'I enjoy working at Priestley as teachers can get involved in project posts, allowing you to utilise existing/ develop new skills and knowledge, and work with other faculties.'

Teacher of Business Studies

# OUR STAFF BENEFITS



There are many additional benefits to working at Priestley College. Below is a summary of some key perks.



## Employee Assistance Programme

Access to comprehensive telephone helplines that are available all day, every day offering practical and emotional support including help with bereavement, trauma, relationship issues, stress and family matters. There are many other benefits to this service, which all staff are made aware of when joining Priestley.



## Continuous Professional Development Programme

Priestley College runs a number of Continuous Professional Development Days throughout the year and is open to suggestions as to what you would like to learn on these days. Staff can also be supported in additional development outside of these days.



## Free eye tests

Staff can apply to be reimbursed for the cost of an eye test where a significant part of their normal work is spent on a visual display unit (VDU) or display screen equipment (DSE).



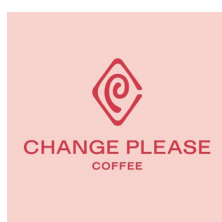
## Staff wellbeing activities

There are several wellbeing activities that take place throughout the year as well as fun charity days and social gatherings that bring all staff who want to join in together.



## Free parking and cycle storage

Free parking is available at Priestley College and there is a secure cycle storage area on the campus.



## Cafes and kitchen

Staff have two cafes from which to choose, but both sell tasty coffee supplied by Change Please. This amazing social enterprise donates its profits to helping the homeless so every time you buy a drink you are making a difference!

# TCAT STAFF BENEFITS



As a part of The Challenge Academy Trust, staff at Priestley are also eligible for the following benefits. Scan the QR code to find out more about TCAT's approach to workload, wellbeing and staff benefits.



## Continuing Professional Development

Join us at Education Connect to access high-quality CPD that is rooted in the latest research, promotes innovation, and fosters a culture of collaboration.



## TCAT Plus (Health and Wellbeing and Staff Discounts)

TCAT Plus is an online hub for all staff that offers wellbeing support and financial discounts at hundreds of big brand online and high street retailers.



## Cycle to Work Scheme

Save 23-39% on a new bike for work. TCAT have teamed up with BHN Extras to offer a Cycle to work salary sacrifice scheme.



## Smart Tech

A chance to get the latest tech at the best price and spread the payments over your salary, interest-free.



## Car Benefit Scheme

A salary sacrifice car lease scheme in partnership with Tusker. Access an electric or hybrid vehicle that will be fully serviced, insured, vehicle tax paid and recovery assistance.



## Pension

A career within TCAT will provide you with access to the Teachers Pension or Local Government Pension scheme.



## Hub Support Mode

Strength through interdependence and collective accountability in our working practices. Much of this is achieved via our extensive professional hub network.



## Workload Strategy

We have carefully examined and implemented the recommendations outlined in the DfE Workload Reduction Toolkit across the Trust. We are committed to aligning and integrating our approach to workload management for all our staff.



## Maternity, Paternity, Adoption and Shared Parental leave

Enhanced maternity and adoption pay for eligible employees.



## Entitlement to occupational sick pay

Up to six months full pay and six months half pay in the event of being unable to work.



## Enhanced annual leave for support staff

8 bank holidays plus up to 31 days annual leave.





**PRIESTLEY**  
◆ ◆ ◆ **COLLEGE** ◆ ◆ ◆  
WARRINGTON

Loushers Lane, Warrington, WA4 6RD Tel:  
01925 633591 [priestley.ac.uk](http://priestley.ac.uk)