
Placement Assessor (Childcare)

External Vacancy

**Post Ref 5870. 37 hours per week, Term Time Only, Permanent.
£21,579.66 - £24,191.52 per annum, pro rata (dependent on experience)**

An exciting opportunity has arisen in the Faculty of Sport, Health and Wellbeing at Sunderland College for a Placement Assessor within the successful Health and Care team.

Applicants should have experience of engagement with relevant industrial experience to assist in the development, assessment of competency and operation of the work placement programme for our Childcare learners.

The job role will involve:

- Arrangement of appropriate placements for learners in line with awarding body stipulations.
- Carrying out assessments, particularly regarding competency on students within childcare placements as a requirement of the awarding body specification.
- Liaising with students, staff and placement hosts to arrange assessment visits.
- Arranging internal and external meetings in relation to placements.
- Communicating effectively with all stakeholders.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check. We are big advocates of diversity so applications are welcome from anyone who's suitably qualified.

To find out more about this great opportunity visit www.sunderlandcollege.ac.uk/vacancies alternatively email vacancies@sunderlandcollege.ac.uk or call 0191 511 6046 to request an application pack.

All applications must be received by Friday 28 October 2016, 12noon.

It is anticipated that interviews will take place on Friday 11 November 2016.

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

Job Description

(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).

Post Title:	Placement Assessor (Childcare)
Post Reference No:	5870
Department	Faculty of Sport, Health and Wellbeing
Grade:	Points 19-23
Contract:	Term Time Only (38 weeks)
Hours:	37
Location:	Any College Campus
Responsible to:	Curriculum Leader

MAIN DUTIES:

1. Liaising with students, staff and placement supervisors to outline awarding body requirements for placements and arrange observational visits.
2. Carrying out assessments on students in placement as a requirement of the awarding body and completing required documentation for External Verifiers.
3. Arranging meetings both in college and placement to discuss placement issues with individual students and stakeholders, including agreed action plans as required.
4. All students have appropriate placements each term in liaison with Curriculum Leaders and Course Team and workload re visiting is allocated appropriately bearing in mind resource implications.
5. All placements are contacted to make arrangements and to confirm these in writing. Potential placements are visited and paperwork is completed. To continually update contact lists for all placement related activity.
6. All placements have public liability insurance and are aware of the college requirements re supervision and Health and Safety.

7. Administration concerned with placement is undertaken including:
 - To check students have parental permission for work experience and occupational health clearance
 - Maintain student records re police check and references following application through central admissions
 - Follow-up these records to ensure they are received before students are allowed into placements
8. Ensure students are visited in line with awarding body requirements and that each student is supported with the portfolio evidence required as part of their placement.
9. To feedback information to the course tutors and curriculum leader regularly and participate (as appropriately) in discussions regarding student attendance and performance.
10. To attend staff meetings with college staff and to organise meetings with placement staff.
11. To attend meetings with EVs when required.
12. To support with promotional events and parents evenings in relation to Childcare placements.
13. To contribute to the smooth running of the team and overall student achievement.
14. To participate in appropriate staff development activities.
15. To uphold British Values, the college values and responsibility with regard to equality and diversity.
16. To have due regard and take responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
17. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
18. To undertake invigilation duties as and when required.
19. To carry out such duties, as may be reasonable, decided from time-to-time by senior management.

Person Specification

Post Title: Placement Assessor (childcare) (Post Ref: 5870)

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
Skills/Knowledge/Aptitude Demonstrate ability of experience of work placement in Childcare. Demonstrable ability of relating to learners and employers. Good understanding of student work placements. Good interpersonal and liaison skills. Good communication skills with a variety of levels. Knowledge of placement assessments and competency for Childcare and Early Years Educator (post 16) ICT skills	✓ ✓ ✓ ✓ ✓ ✓ ✓	
Qualifications and Training Appropriate Vocational/Specialist qualifications Assessor and Verifier qualification <i>IQA Assessor qualification or equivalent</i> Educated to degree level or equivalent <i>Teaching qualification (PCE, CTLLS, DTLLS, PCET, PGCE)</i> QCF Level 3 certificate in assessing vocational achievement Literacy & Numeracy Level 2	✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Experience Occupationally competent (must have industrial experience within the last 12-24 months) Recent experience of assessment within child care placements	✓ ✓	

Disposition Excellent team working skills Well organised and effective time management To take appropriate responsibility for the safeguarding and promotion of the welfare of children and/or vulnerable adults To uphold the college values and responsibilities with regard to equality & diversity To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation	✓ ✓ ✓ ✓ ✓	
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