



New College Durham

JOB DESCRIPTION

Job Title:	Vocational Assessor in Early Years
Grade:	Support Grade E
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	School of Health, Care and Public Services
Accountable to:	Head of School/Curriculum Manager

Job Purpose

The post holder will be responsible for assessing vocational competence on a range of Early Years programmes from Level 1 to Level 3, which are designed to provide skills, knowledge and experience to individuals progressing careers in Early Years.

Key Result Areas

1. The post holder will be a member of the Early Years team and work within a range of employer settings providing support to students to develop their skills and knowledge whilst completing regular reviews with students.
2. All staff are expected to contribute to curriculum and their own personal / professional development.
3. Negotiation of a weekly and annual schedule of student contact to ensure a satisfactory staff timetable is completed and maintained.
4. Assessing programmes of learning up to Level 3.
5. Support students with portfolio building and completion of evidenced based practice.
6. Maintaining up to date records to track student achievement and performance.
7. Assessing the training / workplace environment to ensure it meets Health and Safety standards.
8. Work with students to develop activities to be carried out in work settings.
 - Supporting students to achieve qualifications through:

Organising and carrying out work based observations and assessments as required by specific programmes.

- Recording and providing feedback to students.
 - Developing materials to support learning.
 - Guiding and tutoring in support of students.
9. Keeping up-to-date registers and student records, collating data related to retention, achievement, and attendance and student progression.
 10. Working with employers to organise assessor / tutor visits and assessments.
 11. Ensuring subject knowledge and vocational practice is up-to-date.
 12. Production of student / candidate progress reports.
 13. Liaison with employers in the Early Years sector.
 14. Involvement in quality improvement procedures including course and curriculum area reviews.
 15. To attend and contribute to standardisation meetings.
 16. Contributing to student interviews, promotional activities, open events, employer liaison and other College events.
 17. Maintaining a safe working environment.
 18. Involvement in admissions and induction of student.
 19. Involvement in maintenance of course documentation.
 20. Any other duties commensurate with the grade and status of the post.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs.
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

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Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
NVQ level 3 or equivalent e.g. NVQ 3 in Early Years	1	✓	
Recent and relevant experience as a qualified assessor	1	✓	
Recent and relevant experience of working experience in an Early Years setting	1, 2	✓	
Assessor qualification (A1, or D32 and 33)	1	✓	
Internal Verifier qualification (V1, or D34)	1		✓
Experience of managing a caseload	1, 2	✓	
Teaching qualification at FENTO Level 3 (eg CertEd or equivalent)	1		✓
Recent and relevant knowledge of assessment and Quality Assurance procedures	1, 2	✓	
Experience of supervising training	1, 2		✓
Demonstrable commitment to continuing professional development (which can be evidenced and monitored)	1, 2	✓	
Commitment to ensuring the safeguarding of children and vulnerable adults	1, 2	✓	
Skills		Essential	Desirable
Good interpersonal skills	2, 3	✓	
Effective written and oral communication skills	1, 2, 3	✓	

Ability to support candidates throughout assessment in a range of Early Years qualifications	2, 3	✓	
Ability to independently organise your work and activities but also to be an effective team member	2, 3	✓	
Flexibility in coping with a variable work load	2, 3	✓	
Demonstration of initiative in taking responsibility for personal and professional development	2, 3	✓	
Ability to work to tight deadlines	2, 3	✓	
Clear commitment to students / candidates learning and success in achieving qualifications	2, 3	✓	
Positive approach to students and other staff / colleagues	2, 3	✓	
Professional approach at all times	2. 3	✓	
Suitable to work with young people and vulnerable adults	3	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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