

EARLY YEARS ALLIANCE 50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

JOB TITLE: SESSIONAL ASSESSOR

BASED: HOME BASED

DEPARTMENT: TRAINING CENTRE

RESPONSIBLE TO: TRAINING QUALITY MANAGER

JOB PURPOSE: To deliver qualification and non-accredited professional development programmes, online or in-person as required, in accordance with the professional standards, policies and procedures of the Early Years Alliance. To assess and teach knowledge, skills and competence of learners following early qualifications and apprenticeship programmes. To support the maintenance of high-quality

early years training across the Alliance.

SAFEGUARDING REQUIREMENT:

The Early Years Alliance is committed to safeguard and promote the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation.

MAIN DUTIES:

- 1. To deliver training that inspires and motivates learners to achieve their personal and career objectives and qualifications.
- 2. To plan and teach effective learning for diverse groups or individuals in a safe and inclusive environment, including in classrooms, on-line and in workplaces. Embedding English and Maths as part of training programmes.
- 3. To assess with fairness and integrity, ensuring that learners receive constructive and timely feedback so that they know and understand what they have achieved, and what they must do to further improve.
- 4. To be resourceful in helping learners to tackle their individual barriers to learning.
- 5. To work in partnership with learners to set goals that stretch and challenge them.
- 6. To promote the benefits brought by technology to learning and to support learners in the effective use of technology.

- 7. To provide accurate and appropriate information, advice and guidance to learners about study, careers, qualifications, and learning needs (including additional learning needs).
- 8. To maintain and update vocational and teaching expertise and skills and take part in quality assurance activity as required.
- 9. To take part in organisational development and quality improvement activities with colleagues.
- 10. To undertake any other duties as may reasonably be requested.

EQUALITIES:

The post-holder must be aware of and respect difference and ensure that children have equality of access to opportunities to learn and develop. They must have an understanding of and commitment to equality of opportunity and anti- racism issues.

POLICIES AND PROCEDURES:

The post-holder must be aware of and comply with all the charity's policies and procedures including those relating to: bribery and corruption, child protection, confidentiality, data protection, health & safety, security and signing agreement and contracts and financial and follow correct reporting procedures.

This job description is not an exhaustive list of duties and you will also be required to carry out any other duties which may reasonably be required of you in accordance with the needs of the Early Years Alliance. You are also required to be flexible and adaptable with respect to your role.

PERSON SPECIFICATION:

Essential Criteria

- 1. Hold any of the accepted vocational assessor qualifications¹
- 2. Be willing to travel reasonable distances to undertake workplace assessment and monitoring visits.
- 3. Be confident in the use of ICT to promote and support teaching, learning and assessment.
- 4. Be able to maintain up-to-date knowledge and skills in the subject/vocational area, and aware of the needs and concerns of employers.
- 5. Have an understanding of and commitment to equality, diversity and inclusivity and to anti-discriminatory practice.
- 6. Be committed to ensuring that the Alliance's safeguarding policy and procedures are followed.
- 7. Have a commitment to promoting the ethos and philosophy of the Early Years Alliance.



- 8. Be able to meet set deadlines and organise own priorities.
- 9. Be committed to undertake in-service training (30 hours pro rata or a minimum of six hours per year).

Desirable Criteria:

- 1. Hold a GCSE grade C or above in English and mathematics or equivalent.
- 2. Hold a recognized further or adult teaching qualification²
- D32 and D33, A1 and A2, QCF Level 3 Award in Assessing Competence in the Work Environment, QCF Level 3 Certificate in Assessing Vocational Achievement,
- Qualified Teacher Status, Certification in Education in Post Compulsory Education (PCE), Postgraduate Certificate in Education (PGCE), Certificate in Teaching in the Lifelong

TERMS & CONDITIONS:

Hourly Rate: £20.35 per hour (Outside London)
Annual Leave: £2.46 per hour (Outside London)
Hourly Rate: £21.39 per hour (Within London)
Annual Leave: £2.58 per hour (Within London)

Travel: Mileage 35p per mile

Holiday entitlement will depend on the number of hours that actually worked and be pro- rated on the basis of a full-time entitlement of 28 days' holiday during each full holiday year (including the usual eight public holidays in England and Wales).

This post is exempt from the Rehabilitation of Offenders Act (1974) and does require a Disclosure and Barring Service check. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. The level of this check is enhanced.

Pension: The table below shows what the base contributions are. You can also choose to give more than the minimum amount should you wish.

Date effective	Employer minimum contribution	Employee minimum contribution	Total minimum contribution
6 April 2019 onwards	3%	5%	8%



JOB DESCRIPTION SIGN OFF

Date issued by Manager:
Name:
Signature:
I confirm that I have received a copy of this job description and have had any questions about it answered.
Name of post holder:
Signature:
Date: