



EARLY YEARS ALLIANCE
50 FEATHERSTONE STREET LONDON EC1Y 8RT

Registered as an Educational Charity

JOB DESCRIPTION

Job title: Staff Assessor/IQA
Based at: Hybrid Working
Responsible to: Training Quality Manager
Responsible for: None

JOB PURPOSE: To deliver and quality assure standards, 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, teach and IQA the knowledge, skills and competence of learners following early years qualifications and apprenticeship standard 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 teaching and learning 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 Mathematics as part of training programmes.
3. To liaise with Alliance colleagues across the organisation to develop and deliver professional development programmes that meet the needs of the organisation and learners.
4. 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.
5. To be resourceful in helping learners to tackle their individual barriers to learning.
6. To work in partnership with learners to set goals that stretch and challenge them.
7. To internal quality assure

8. To promote the benefits brought by technology to learning and to support learners in the effective use of technology.
9. To provide accurate and appropriate information, advice and guidance to learners about study, careers, qualifications, and learning needs (including additional learning needs).
10. To maintain and update vocational and teaching expertise and skills and take part in quality assurance activity as required.
11. To take part in organisational development and quality improvement activities with colleagues.
12. 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.

HEALTH AND SAFETY:

The post-holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, 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 an accepted vocational assessor qualification.²
2. Have own transport and be willing to travel to undertake workplace assessment and monitoring visits.
3. Excellent ICT skills across the Microsoft suite of applications.
4. Proven ability to lead, support and observe on, teaching, learning and assessment.
5. Experience in using e-portfolios.
6. Ability to maintain up-to-date knowledge and skills in the subject/vocational area, as well as in pedagogy of teaching.
7. Be able to meet set deadlines and organise own priorities.
8. Experience of conducting learner interviews, inductions and 12-week reviews.
9. Demonstrable knowledge and experience of apprenticeship standards and supporting learners through EPA.
10. Experience of supporting learners with Mathematics and English functional skills.



11. An understanding of and commitment to equality, diversity and inclusivity and to anti-discriminatory practice.
12. Be committed to ensuring that the Alliance's safeguarding policy and procedures are followed.
13. Have a commitment to promoting the ethos and philosophy of the Early Years Alliance.

Desirable Criteria:

1. GCSE grade C or above in English and mathematics or equivalent.
 2. Accepted internal quality assurer qualification ¹
 3. A recognised further or adult teaching qualification. ³
 4. A Level 5 early years qualification or higher.
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1. D34, V1, or Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice, or equivalent.
 2. 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
 3. City & Guilds 7306, 7407, PTLLS, CTLLS, DTLLS, Cert. Ed., PGCE or equivalent Learning Sector (CTLLS), Diploma in Teaching in the Lifelong Learning Sector (DTLLS)
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TERMS & CONDITIONS:

Grade: Spot Rate

Salary: £30,000 per annum (pro rata for part-time)

Hours: 35 hours a week

Annual Leave: 26 days of annual leave and 8 Bank Holidays (pro rata for part-time)

Travel: Mileage 35p per mile

Additional: Birthday leave, access to Vitality, EduCare and LMS

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, and the dates they will rise. 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: