

## Job Description

<b>Job title:</b>	Assessor and Industry Placement Officer Childcare / Early Years
<b>Reports to:</b>	Curriculum Manager- Childcare
<b>Responsible for:</b>	Finance
<b>Grade:</b>	BSS F

### Purpose

The Assessor trainer Coach is part of the curriculum delivery team and is responsible for delivery, updating and development of curriculum standards and related training, monitoring and assessing and supporting candidates to complete the training with positive outcomes. The role will be split 70% assessment of candidates and 30% work/industry placement and employer liaison.

# Main duties and responsibilities

## Design and Implementation

Support the curriculum design for relevant standards and work related training within the curriculum area.

Support the development of the relevant planning and teaching resources including course outline; scheme of work; lesson plans; learning resources including on line; assessment requirements; opportunities identified for embedding of literacy and numeracy.

Support the development of implementation plans for relevant standards and training within the curriculum area including T levels.

## Delivery and Support

Coach candidates and trainees in line with the standards, core skills and work related training, offering support and guidance from the start of the programme to finish to ensure timely achievement.

Ensure that course material, equipment, training aids and documentation is available to meet the objectives of the curriculum standards and training.

Visit and actively support candidates within the workplace supporting their progress against the knowledge, skills and behaviours requirements.

Ensure the employers are kept up to date on Industry placement and developments in the curriculum such as T levels.

The assessor coach will act as a conduit for communication to the employers and curriculum team highlighting opportunities and managing areas of concern.

Provide regular and up to date feedback to individual candidates on their progress, completing progress reviews at least every 12 weeks.

Complete and maintain all candidate reports, assessment forms, and other relevant documentation, as required by awarding bodies and BDC quality procedures. Complete visit reports and pass on opportunities and areas for development to the relevant managers within the college

Make effective use e-portfolio to support learner progress and monitoring.

Manage the learner journey, dealing with any disciplinary and placement issues.

Promote and maintain a safe learning environment ensuring that high standards of health and safety, confidentiality, safeguarding and equality and diversity are maintained at all times.

Maintain appropriate tracking systems and procedures relating to quality, compliance, management and assessment.

## End Point Assessment (EPA) Systems and Processes

Ensure EPA is considered and embedded throughout all aspects of planning and delivery.

Prepare candidates and employers for EPA including:

Scheduling of the Gateway and proposed EPA dates

Understanding of requirements to pass through the Gateway

Regular monitoring of progress towards meeting the Gateway requirements

Suitable knowledge, skills and behaviour training and updates to ensure timely completion of the EPA.

Integration of mock and simulated EPA into delivery and planning

Support EPA planning processes and systems.

## Other Roles

Act as a standard developer within the curriculum area as required.

# Main duties and responsibilities

## Monitoring

Support the review of the relevant standard, core skills and other relevant work related training with all delivery staff and stakeholders at least every six weeks.

Maintain up to date knowledge of standard developments through external monitoring, support and training.

Review the delivery of curriculum standards within the curriculum area with external stakeholders, particularly employers and apprentices.

## Safeguarding Children and Vulnerable Adults

Understand and comply with Safeguarding legislation and ensure that best practice is embedded in all working practices as required

Commitment to Safeguarding and promoting the welfare of children and vulnerable adults, ensuring that this commitment is demonstrated in all aspects of the role as appropriate

## Health and Safety

The Corporation recognises and accepts its responsibilities as an employer to ensure, as far as is practicable, the health, safety and welfare of all its employees

A copy of the Health and Safety policy can be located in electronic form on the Staff Intranet. You are responsible for familiarising yourself with the policy and adhering to the health and safety rules in the workplace

## General

Be aware of, and comply with, legislations/competence standards relevant to the work of the Directorate

Understand and comply with all college policies, including the Policy to promote Equality of Opportunity

Assist as required during examination and enrolment periods

Be conversant with Health and Safety and Safeguarding requirements

Participate in the Staff Learning and Development, Review and Appraisal Scheme

Undertake such duties and/or hours of work as may reasonably be required of you, commensurate with your grade and general level of responsibility, at your main place of work or at any other establishment for which the College provides services.

## Information, Advice and Guidance

Use opportunities to develop the self-esteem and confidence of students when they seek help and support

Signpost or refer students to appropriate specialist support in a way that is free from direct or indirect discrimination and develops the students' trust in the College

Encourage the students' motivation and aspirations by providing information and advice that is personalised, impartial, unbiased and realistic especially during enrolment and tutorials

**NB In consultation with you, this job description is liable to variation to reflect actual contemplated or proposed changes to your job.**

# Personal Specification – V2

**Post Title: Assessor and Industry Placement Officer  
Childcare / Early Years**

**We will assess your match to the  
criteria from:**

**Key: E – Essential D – Desirable**

Appl. Form

Tests

Interviews

## 1. Education / Training

Have qualifications in the subject relevant to the course to be delivered at a suitable level

Possess an assessing qualification or be prepared to undertake further relevant training

Possess a qualification in coaching or mentoring

Hold a teaching qualification, PGCE, DTLLs or equivalent

## 2. Experience

Have recent and relevant experience of training/coaching in the relevant subject area

Have industrial experience and expertise in the relevant subject area

Experience of training/coaching learners on apprenticeship qualifications

Experience and familiarity of using e-portfolio systems

## 3. Safeguarding Children and Vulnerable Adults

Understanding of Safeguarding Legislation and its application within the educational sector

Commitment to Safeguarding and promoting the welfare of children and vulnerable adults.

## 4. Equality and Diversity

An understanding of and commitment to all aspects of equality and diversity.

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### 5. Skills and Attributes

Ability to deliver excellent training and coaching pedagogic practice			
Able to develop and maintain effective employer relations and identify opportunities for new and repeat business			
Be able to deliver a variety of pedagogic strategies to suit a variety of learning styles			
Have the ability and interest to contribute to learner enrichment activities			
Possess excellent interpersonal and team development skills and have the ability to contribute to the team and its goals. Be able to work independently and as a member of the team			
Be well organised, reliable and punctual, able to manage learner case-load			
Able to demonstrate pastoral skills to support learners within case-load			
An ability to contextualise functional skills into training and coaching			
Possess good IT and administrative skills and be able to keep accurate tracking records of learners' progress, keep an up-to date schemes and records of work.			

### 6. Professional Knowledge / Understanding

Enthusiasm for the subject and ability to impart this to motivate learners			
Have an understanding of Curriculum standards			
Have an understanding of end point assessment			
Have an awareness of health and safety regulations and how they apply to the post			
Possess excellent up-to-date industrial knowledge			
A clear commitment to principles and practices of equality and diversity and safeguarding			

# How to apply:

For internal candidates:

<https://www.jobtrain.co.uk/barkingdagenhamcollege/internal/>

For external candidates:

<https://www.jobtrain.co.uk/barkingdagenhamcollege/>



[www.bdc.ac.uk](http://www.bdc.ac.uk)