

## Job Description

Job Title: Tutor & Work-Based Learning Assessor – Early Years

Group: UK

Dept/Project/Service: Skills - Early Years Skills Bootcamp

Reports to: Contract Manager

Usual office base: Home based with occasional travel

Grade: Careers Grade 2

### Job Purpose:

The post holder will be responsible for an agreed caseload of learners to provide high quality training, coaching, mentoring, instruction and assessment, carrying out assessments against Occupational Standards and ensuring timely achievement as part of our Early Years Skills Bootcamp contract

### Job Objectives:

1. Provide high quality training, coaching, instruction and programmes of learning, through training plans that give learners the opportunity to develop their knowledge, skills and behaviours holistically across a range of Early Years courses, using methods and materials appropriate to the group/ individuals and course content.
2. Liaise with Development Coaches to provide high quality delivery and support for learners within an agreed case load, both online and face-to-face.
3. Ensure that assessment of learner's starting points is used in planning and sequencing their learning regarding English, maths and KSBs. Work with the Development Coach to ensure ongoing updates to learners Individual Learning Plans.
4. Prepare, agree and review Individual Learning Plans (ILPs) with each learner, review the learner's development of KSB and build learner portfolios to agreed target standards,

ensuring work is submitted in a timely manner. Liaise directly with the Development Coach to ensure learners are supported to progress in a timely manner.

5. Develop, in collaboration with internal teams, materials on the Virtual Learning Environment (VLE) and develop resources that support learners in making progress as well as developing materials that support learners in building and completing KSB portfolios. Provide in-platform communication, interactive content, curated weekly newsletters and task reminders in partnership with the Development Coach and Contract Manager.
6. Maintain compliant records of the assessment of occupational competence, its outcomes and learner progress towards NOS. Ensure, through curriculum development and delivery, learners have suitable recognised prior learning to take into the accelerated apprenticeship.
7. Provide timely feedback to learners that affirm achievement and identify any further implications for learning, assessment, and progression. Undertake final assessment of learners to ensure learners meet the requirements of the KSB.
8. Work with the Business Improvement Team to ensure quality standards are achieved and maintained. Collect and record learner survey feedback ensuring continuous quality improvement. Provide relevant information and support to the Contract Manager to ensure that the SAR and QIP is relevant and up-to-date.
9. Follow standardisation and the organisations quality assurance procedures. Work with the Contract Manager to implement the Quality Improvement plan ensuring best practice in the sector.
10. Contribute to curriculum development in Early Years, ensuring adherence to best practice, with a commitment to developing personal knowledge and practice.
11. Where necessary, visit learners in the workplace and assess as part of their work-based qualification to demonstrate knowledge and competence in line with their learning agreement and KSBs. Liaise with employers and Development Coaches to ensure evidence of competence is captured for each learner.
12. Promote diversity and equality of opportunity as part of the training and assessment process.
13. Be responsible for adhering to both local and the Corporate Safeguarding policy and procedures aimed at promoting and safeguarding the welfare of children and at-risk adults and attend mandatory child protection and/or adult protection safeguarding and prevent training.

14. Ensure all delivery evidence is complete and compliant in line with contract and quality standards and that all customer records are accurate and handled in accordance with appropriate confidentiality and data protection legislation and guidance. Manage the capture, collation and reporting of service evaluation data.

## Scope:

This role will cover a specific contract area of either Yorkshire & Humber, South East or the North East, therefore some travel will be required.

## Person Specification:

### Knowledge

#### Essential:

- A recognised assessor qualification (D32/33, A1 or TAQA)
- Recognised teaching qualification
- Knowledge of the current National Occupational Standards for Early Years qualifications

#### Desirable:

- IQA qualification
- Knowledge of the Ofsted Framework (EIF)

### Experience

#### Essential:

- Demonstrable experience in an Early Years setting and occupationally competent in the assessment of learners
- Experience of delivering some/ one of the Early Years Apprenticeship / Adult Skills programmes / Skills Bootcamps

#### Desirable:

- Experience of using e-portfolios systems

## Skills

### Essential:

- Excellent interpersonal and communication skills, verbal, written and oral
- An excellent telephone manner in particular, with the dual ability to actively listen and take accurate notes
- Excellent organisational skills to include self-management of own time and prioritisation of tasks
- High degree of accuracy and attention to detail
- Work collaboratively as part of a team
- Ability to meet deadlines and achieve targets and implement contingency plans where necessary
- Excellent IT skills including all Microsoft Office software

## Our Values



EDT is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT also participates in the Inter Agency Misconduct Disclosure Scheme, and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.