

Job Description for Early Years Assessor Role

About us:

ELA delivers high quality apprenticeships, standalone qualifications, and short courses. We have expertise across a specific range of sectors and have established Business Units to deliver teaching and learning in each of these sectors as dedicated specialists. Our team has a huge passion for learning that makes a difference, and not training for training's sake.

ELA have a commitment to safeguarding and promoting the welfare of children, young people, and Adults at Risk. Successful applicants will need to undertake an enhanced Disclosure Barring Service check (DBS) where appropriate.

About The Role

Do you want to work for a progressive expanding education setting with ambitious plans? If so, we want to hear from you!

We are looking for an enthusiastic and passionate qualifications assessor to join our learning and development training team that is reflective and creative in practice. Working collaboratively with all stakeholders you will strive to ensure that the children, young people, and employees reach their full potential by supporting and assessing adult learners to complete Apprenticeships in Early Years at Levels 2, 3 and 5.

The role of an Assessor is a dual role of remote learning and out in the field working with our learners & employers, you will be responsible for supporting a caseload of learners (of any age) in their places of work, through their qualifications.

Qualifications will include accredited Apprenticeships and short courses. You be using a variety of teaching and assessing techniques to ensure that the highest standards of bespoke learning is offered. Through the work you do, you will not only be making a difference in the lives of learners, but also increasing standards and reputation of the industry.

While the role is home-based, supporting learners and delivering teaching virtually, there is an expectation to travel to workplaces and visit Apprentices on a regular basis.

Typical deliverables

This list is not exhaustive, and you are expected to undertake any reasonable activity suited to your qualifications and experience.

- Marketing the organisation and its qualification offering to employers and learners
- Signing learners onto Apprenticeships and other qualifications
- Offering information, advice and guidance and carrying out initial assessments to identify learner needs.
- Ensuring compliance with ESFA funding rules by recording monthly in-learning evidence and recording Off the Job Training Hours (using an ePortfolio system)
- Visiting learners at their workplaces depending on the qualification and the needs of the learner
- Ensuring documented monthly progression of learners through vocational & functional skills qualifications to enable timely achievement of their Apprenticeship.
- Delivering outstanding teaching and learning of knowledge and functional skill components
- Mentoring and coaching learners with varying barriers to learning.
- Taking part in continuous professional development, including completion of own qualifications
- Liaising regularly with your line manager and quality assurance team

Knowledge/Experience/Qualifications

- Minimum of 1-year experience within specialist vocational sector
- Experience working to a supervisory or managerial level.
- Excellent practical and theoretical knowledge of vocational specialism
- Industry specific qualifications, Early Years Educator Level 3 (or above), AET or PTTLs & Qualification for the Assessment of Vocational Qualifications
- Assessing and/or teaching qualifications (desirable)
- Possess or working to a minimum of level 2 standard in Maths, ICT and English
- Good IT skills – working level of knowledge of Word, Excel, Outlook, PowerPoint and other MIS and databases such as OneFile and Smart Assessor

Skills

- Outstanding organisational skills
- Honesty, integrity, professionalism, and confidentiality
- Excellent interpersonal and communication skills
- The ability to work under pressure, be flexible and resilient.
- Excellent networking and relationship building skills.
- Passionate, enthusiastic and with the ambition and commitment to deliver.
- Tactful and able to deal with difficult situations sensitively.
- Exemplary written communication skills

Minimum requirements:

- Eligible to work in the UK.
- Confident traveller
- Childcare Industry experience and qualifications Level 3 (or above), AET or PTTs & Qualification for the Assessment of Vocational Qualifications
- Supervisory / training experience and qualifications
- Satisfactory employment references
- Acceptable Disclosure and Barring Service (DBS) check
- English, Maths, and ICT – Level 2 minimum

Note: *An offer of employment and start date remains conditional on the receipt of satisfactory DBS check outcomes and 2 verified written references*

Job Types: Full-time, Permanent

Salary: £26,000.00-£32,000.00