



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.*

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**PERSON SPECIFICATION:**

**Essential Criteria**

1. Hold any of the accepted vocational assessor qualifications<sup>1</sup>
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 qualification<sup>2</sup>

- 1 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,
- 2 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: