



Job Description

Job title:	Childcare Trainer Assessor
Reports to:	Childcare Team Leader
Hours:	Full-time
Salary:	£24,073 to £26,883 p.a. pro rata depending on qualifications and experience
Location:	Hybrid but based in Nottingham with some travel around the East Midlands

Background:

Access Training is a well-established leading training organisation working in and around Nottinghamshire, Derbyshire and Leicestershire. We provide a range of employment related training including Full Time Programmes, Apprenticeships, Employability, Adult Learning Loans and work experience opportunities for adults and young people from diverse backgrounds, that will enhance individuals' employment potential and qualifications. In our most recent Ofsted inspection in we retained our "Good" rating and we are continuously developing and improving our provision.

Main purpose:

- Engage with employers to support learners throughout their training in Childcare and Teaching Assistant by reviewing and assessing their progress and ensuring they attend appropriate off the job training.
- To meet the needs of learners from a wide range of backgrounds, ensuring they maximise their potential and achieve the skills, knowledge and competence required to succeed in their role and achieve a relevant qualification.
- To raise the achievement of all learners, reinforcing the company's high expectations of learners regardless of their level and results. To ensure that they have stretching targets which maintain their motivation, are focused on the challenges ahead and to encourage lifelong learning.
- To challenge all practices and procedures within own role and throughout the organisation, to contribute to and ensure continuous improvement and quality.

Main responsibilities

- To work with learners and their employers to identify training needs to enable learners to achieve their qualifications/apprenticeships
- To facilitate the necessary training and assessment for learners to achieve relevant qualifications and provide guidance, support and coaching.
- To review and record learners' progress in the work place and off the job, discussing and setting targets with the learner, the employer and others included in the learning process. To ensure the learners' progress is in line with the other components of their qualification/apprenticeship against the delivery plan

- To complete the necessary paperwork to both the company standards and those required in our contractual obligations with the ESFA and other agencies. To keep accurate records of assessments, planning Internal Quality Assurance and other documentation required by awarding bodies.
- To work with learners in conjunction with the English & Maths Trainers towards the achievement of Maths and English qualifications at the required level.
- To utilise technology efficiently and effectively throughout the learner journey.
- To undertake duties for colleagues as and when appropriate.
- Ensure all aspects of Equality & Diversity/British Values and Safeguarding within Childcare and Teaching Assistant qualifications/apprenticeships are delivered and keep up to date by attending any training and updates of relevant legislation.

Other duties

- To contribute to the generation of new opportunities/business in general and to participate in marketing activities for all Access Trainings activities.
- To follow company procedures and policies including equality of opportunity, health and safety and safeguarding.
- To undertake any other duties/projects relevant to the post.
- To comply with Access Training's Equality Opportunity, Health & Safety and Safeguarding policies ensuring that any issues are handled and referred appropriately.

NB. The above job description sets out the main responsibilities for this position but should not be regarded as an exhaustive list of the duties that may be required of the post holder.



Childcare Trainer Assessor

Applicants must have:

- Recent and relevant experience in Childcare and Teaching Assistant. Must have an in depth understanding of the National Curriculum within a school environment.
- An assessor award
- Recent assessing / teaching experience.
- A minimum of grade 4 Mathematics and English or Level 2 Functional Skills
- Own transport and a driving licence.

The following are desirable:

- A relevant teaching qualification

Applicants must be able to demonstrate the following competencies:

- The ability to assess, guide and support others. This will include supporting learners from diverse backgrounds, to maximise their potential, overcome barriers and gain apprenticeships or qualifications and to help jobseekers into work. It could also include dealing with difficult situations and at the same time providing help and support to learners and employers.
- Organisational skills. To plan, prepare and deliver quality programmes which ensure learners achieve within pre-determined timescales. To encourage and ensure others do likewise. Able to plan to ensure non-contact time is used efficiently and that record keeping is done on time.
- Excellent administration skills. Able to keep relevant records and supporting paperwork to the required standards. Able to make good use of IT during the assessment process, for recording learner journeys and when completing general administrative tasks. Able to come up with innovative ways of using IT in the assessment of learners.
- To communicate and operate within a wide range of professions and diverse environments in a professional manner. Able to communicate effectively with a wide range of people including learners, employers, awarding bodies, External Quality Assurers, ESFA, etc. Able to give feedback in an encouraging way. Able to write reports, letters, assessments etc., clearly and concisely with a good standard of English.
- Able to identify potential clients and sell our programmes using a variety of methods. Able to get results and increase business.
- Integrity; to ensure that the assessment process is carried out to the required standards and fully meets the awarding body criteria. Able to challenge unacceptable practice in a professional manner.
- An understanding and commitment to equality and diversity, safeguarding and health and safety.



Conditions of Service

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Based in:	Hybrid but based in Nottingham with some travel around the East Midlands
Hours:	Full-time
Salary:	£24,073 to £26,883 p.a. pro rata depending on qualifications and experience
Method of payment:	Salaries are paid monthly, generally the 25 th of the month, into a Bank or Building Society of your choice.
Annual leave:	For full-time, 26 days per full year, of which management reserve the right to dictate when up to 4 of them will be taken. Part time staff have pro rata entitlement to annual leave and Bank Holidays. Any holidays already planned will be honoured where possible – however, where they exceed entitlement, they will generally need to be taken without pay.
Holiday year:	August to July
Statutory/privilege:	8 days per year for full time (pro rata for part-time)
Probationary period:	Six months
Sickness:	Access Training has a sick pay scheme, following the satisfactory completion of probation.
Travel	Access Training reimburses Casual Car User Allowance / Essential Car User Allowance and Bicycle User Allowance at the rate set by Access Training.
Health & Wellbeing:	Fully funded Employee Assistant Programme including Cycle to Work Scheme
Disclosure & Barring Service	Posts in regulated activity with Access Training are subject to checks with the Disclosure & Barring Service and as such, this post will require a check.
Workplace Pension:	Auto-enrolment into the NEST pension scheme after 3 months' service. 4.0% employee, 1.0% government, 3.0% employer.
Right to work in the UK:	Documentation required to check eligibility.