Early Years Assessor Job Description

Job Title

Early Years Assessor

Job Purpose

To assess and support early years practitioners in delivering high-quality early education and childcare, ensuring that settings meet the statutory requirements of the Early Years Foundation Stage (EYFS) and other relevant legislation. The role involves working collaboratively with early years settings to enhance the quality of care and education for children from birth to five years old, supporting continuous improvement and adherence to national standards.

Key Responsibilities

* Conduct detailed assessments of early years students in settings to ensure compliance with the awarding body requirements and the EYFS framework and other relevant regulations.
* Provide constructive and actionable feedback to early years students, identifying strengths and areas for improvement.
* Assist in developing and implementing action plans to enhance the quality of curriculum delivery and support education and care settings to understand their role.
* Maintain up-to-date knowledge of sector trends, research, and best practices to support professional development for the students and have expert knowledge of industry standards in early years settings.
* Prepare comprehensive reports and documentation on assessment findings, recommendations, and follow-up actions. Log assessment criteria in learner handbook
* Foster a collaborative relationship with early years settings, offering guidance, resources and support for successful completion of students in setting.
* Participate in training and professional development opportunities to enhance assessment skills and early years knowledge.
* Carry out compliance visits before students attend the setting.
* Contribute to all internal and external quality processes, IQA and EQA

Skills and Qualifications

* Qualification in Early Years, Education, or a related field, A minimum of 2 year's experience in an Early years setting, demonstrating a deep understanding of the EYFS framework and child development.
* Exceptional observational and analytical skills, with a keen eye for detail and the ability to provide clear, constructive feedback.
* Strong interpersonal and communication skills, capable of building positive relationships with students, various practitioners and professionals.
* Excellent organisational and time-management skills, with the ability to manage multiple assessments efficiently and effectively.
* A commitment to continuous professional development and a willingness to stay abreast of changes and advancements in early years education.

Personal Qualities

* A passionate advocate for high-quality early years education and care, with a genuine desire to improve children's outcomes.
* Empathetic and supportive, with the ability to motivate and encourage practitioners in their professional development.
* High level of integrity and professionalism, maintaining confidentiality and impartiality in all assessments.
* Proactive and solution-focused, with the ability to identify issues and collaborate on practical solutions.
* Ability to work independently and as part of a team, demonstrating initiative and a collaborative approach to problem-solving.

Work Environment and Conditions

* This position is primarily field based, with visits to various early years settings across a designated region. Travel is a significant component of the job, and access to reliable transportation is required.
* Standard working hours are between 9 am to 5 pm, with days planned between Monday to Friday with curriculum manager, though some flexibility may be needed to accommodate the schedules of different settings and the hours needed.
* The role involves both independent work and collaboration with a team of assessors, tutors and early years professionals. Regular meetings and professional development sessions are held to ensure assessors are up to date with best practices and regulatory changes.

Application Process

Interested candidates should submit the following documents via email to the specified address or through our online application system (if applicable):

* A detailed CV highlighting relevant education, qualifications, and experience.
* A cover letter expressing your interest in the role, your understanding of the key responsibilities, and how your skills and experience make you a suitable candidate.
* Contact details for at least two professional references. The selection process will involve:

1. Review of applications to shortlist candidates based on qualifications, experience, and suitability for the role.
2. interviews will be conducted face to face to discuss your experience, approach to assessment and support, and understanding of the EYFS framework and NCFE/CACHE awarding body requirements.
3. Final interviews, which may include a practical assessment or presentation, are conducted in person or remotely, depending on circumstances.

Additional Information

* + Due to the nature of this role, which involves working closely with early years settings, a Disclosure and Barring Service (DBS) check or equivalent background check may be required.
  + Opportunities for professional development and further training will be provided to ensure assessors remain knowledgeable about current early years education practices and regulatory requirements.
  + The organisation is committed to diversity and inclusion in the workplace. We welcome applications from all sections of the community.

Reporting Structure

* + **Direct Supervisor:** The Early Years Assessor will report, to the Early Years Curriculum Manager
  + **Team Structure:** The Early Years Assessor will be a part of the Early Years team and will work collaboratively with tutors, as well as the work experience team (WEX) across the UCG group.