

#TRANSFORMINGLIVES

Recruitment Pack

Instructor/Assessor – Early Years and Education



Welcome and thank you for accessing this recruitment information pack.

Hartlepool College of Further Education is an exceptional college and we can trace our history back to 1849 – we are 177 years old. In this time the College has built up a reputation as one of the country's leading providers of vocational and technical education and this has afforded us the opportunity to deliver our mission – Excellence in further and higher education to transform students' lives.

Staff are aware of the College's history and that is incumbent on us, as the current custodians of the College, to do all we can to ensure the foundations are laid for the next 177 years – and beyond.

Times are exciting for the College with opportunities for further growth and development. Currently, we have £7m of investment coming into the College from a wide variety of sources including two Town Deal projects with partner organisations.

We moved into our current premises in 2011 and sit in an environment, which high on aspiration and a source of civic pride, helps us drive the high expectations we have of all our students. High expectations and standards of behaviour are also expected of all staff as the College embraces a culture of improvement, growth and development.

The College's curriculum is closely linked to the strategic economic priorities of the Tees Valley Combined Authority and North East Combined Authority. We are proud of the work we do and feedback from students and employers is both a source of satisfaction and growth potential.

Thank you once again for visiting this site and in this recruitment pack you will find information related to:

- The job description and person specification.
- The College's approach to recruiting ex-offenders.
- Reasons to work at the College
- The College's mission, expectations and behaviours

Darren Hankey,
Principal and Chief Executive,
Hartlepool College of Further Education



Job Description:

Post Title:	Instructor/Assessor – Early Years and Education		
Reporting To:	Head of School – Health, Care and Education		
Salary:	Up to £29,084 per annum		
Hours:	Minimum of 20 hours per week	Holidays:	29 days + bank holidays (FTE)
	Part-time and Full-time options available		

The Specific Nature of the Role

The post-holder will be responsible and accountable for delivering effective instruction and supervision of learners and apprentices in Early Years and Education programmes. The role involves assessing learners at all apprenticeship levels and other work-based Early Years and Education courses. The successful post-holder will be responsible for a caseload of learners, ensuring timely achievement of qualifications, including apprenticeship qualifications with End Point Assessments, T-Level programmes with Employer Set Projects and other programmes in Early Years and Education. Applicants must be qualified to at least level 3 in a relevant vocational qualification and have experience within Early Years and Education settings. The post holder is expected to hold a full driving licence and have access to their own transport. Excellent verbal and written communication skills are also necessary, and the post-holder is expected to work effectively both independently and as part of a team and embrace the College's RESPECT values, policies and procedures.

Main Duties and Responsibilities

- Take overall responsibility for an agreed caseload of students/apprentices to ensure successful completion of the entire programme
- Act as the main point of contact for employers and students/apprentices, providing feedback on progress as required
- Organise, plan, and agree on training programmes and assessment opportunities with students and employers, including supporting students in achieving their qualifications within agreed timescales.
- Provide information, advice and guidance to students and employers throughout the qualification/apprenticeship.
- Plan and prepare students for assessment, gateway, end-point assessment, and employer-set projects. Carry out and record assessment activities in the required locations and according to the assessment schedule.
- Plan and deliver training sessions on employer premises as required to develop the students'/apprentices' knowledge, skills and behaviours.
- Provide instruction and training, ensuring training and assessment meet standards set by the College and Awarding Organisations.
- Prepare packages for training and assessment.
- Supervise and support students in completing assessment portfolios.
- Present students' work for quality assurance purposes when required.



Job Description:

Post Title: Instructor/Assessor – Early Years and Education

Main Duties and Responsibilities Continued:

- Carry out regular review meetings with students and employers to set and review targets and progress.
- Complete review records as required.
- Interview prospective students and conduct skills assessments to ascertain suitability for the programme.
- Contribute to the enrolment and sign-up processes in line with the College procedures.
- Ensure timely registration of students with the appropriate Awarding Organisation.
- Complete the appropriate documentation when students complete or withdraw from the programme.
- Maintain an electronic diary of visits to the students in their workplaces and comply with the college's lone working policies.
- Attend internal and external meetings as appropriate, e.g. quality assurance, and team meetings.
- Maintain and update your knowledge and skills (CPD) in accordance with the Awarding Organisation and College requirements.
- Undertake training identified as relevant to the position.
- Regularly communicate with employers to maintain good relationships.
- Develop industry links and contacts to promote the College and attract new and repeat business.
- Actively seek out work experience opportunities for students through meetings with new and existing employers and refer these to the appropriate college nominee.
- Undertake such other duties as may be required commensurate with the grade at the initial place of work or any other College site, as your line manager may request.
- Embrace the College's RESPECT values and values associated with new ways of working.
- To promote and implement the policies of the corporation to ensure the efficient operation of its business, the welfare and interests of its learners and employees.
- To perform such duties consistent with the position as may be, from time to time, assigned by the Principalship.



Person Specification

Post Title: Instructor/Assessor – Early Years and Education

It is expected that the successful candidate will be able to meet the following criteria:

Criteria	Essential (E) or Desirable (D)	Where assessed
1. Fit in with the College's behaviour expectations and ethos	E	i, ii and iii
2. Holds a recognised national qualification in a relevant subject area at level 3 or above	E	i
3. Has a sound understanding of early years occupational standards	E	i, iii
4. Holds an assessor qualification (CAVA, A1)	E	i
5. Holds an internal verifier award (IQA, V1)	D	i
6. Holds or is working towards a teaching certificate (AET)	D	i
7. Holds an IOSH qualification to carry out H&S checks in the workplace	D	i
8. Is willing to undertake education and training to acquire all relevant qualifications for the post	E	i, iii
9. Recent experience of assessing/quality assurance in the early years sector	E	i, iii
10. Has excellent communication skills, enjoys working in a busy and supportive team, and can relate well both to company management and supervisory staff and to young people	E	i, iii
11. Is IT competent	E	i
12. Has an understanding of the Safeguarding of Children and vulnerable adults	E	i
13. Has a valid full driving licence and vehicle with business insurance	E	i, iii

i – application form/letter (qualifications to be verified if successful)

ii – work-related activity

iii – interview