



# Job Description

**School  
Post Held**

**Bradstow School  
Level 3 Diploma in Residential  
Childcare Assessor**

**Salary Scale**

**Scale 6**

**Hours**

**Flexible (Zero Hours)**

**To Whom Responsible**

**People Development Manager**

## **Aim of the post:**

To deliver vocational qualifications, coaching and assessment of learners in accordance with the National Standards using a range of assessment methods.

## **Duties Comprise:**

- Deliver Cache Level 3 qualifications within agreed time frames.
- Develop and agree realistic plans for learning and assessment with learners taking into consideration their needs as an individual.
- Support, coach and mentor learners to achieve timely completions in line with Bradstow Professional Development Centre contractual obligations both face-to-face and remotely.
- Ensure learners are given fair and constructive feedback on all assessment decisions.
- Comply with and complete all relevant Centre paperwork
- Comply with statutory and Centre policies and procedures
- Abide by Ofsted, Cache and Centre regulations at all times ensuring that portfolios and learner files satisfy awarding body criteria.

- Actively participate in, and promote, the safeguarding of children and young people
- Practice and promote the importance of equal opportunities and diversity consideration both for learners and within the workplace.
- Attend assessor and standardisation meetings
- Keep up to date with changes to national standards
- Work towards further professional qualifications to enhance skills and knowledge and be prepared to undertake professional development to facilitate the delivery of training.
- Any other duties commensurate with grade as directed by Line Manager or Senior Management
- To be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people.
- To ensure that the line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.



# Person Specification

## **Qualifications and Experience:**

1. GCSEs (or equivalent) English Grade C or above, Maths Grade C or above, Childcare Qualification Level III or above, A1 Assessor Award, PTTLS, D32, D33, A1 or Level 3 certificate in assessing vocational achievement.
2. Previous experience of assessing learners within a childcare setting at level 2 and 3
3. Ability to organise own diary and workload
4. Practical experience in a childcare setting

## **Knowledge**

5. Knowledge of Cache Awarding body standards

## **Abilities and Skills**

6. Effective written and verbal communication skills to work with all staff groups in the school.
7. Responsibility for own caseload
8. Ability to work on own initiative
9. Ability to demonstrate a clear, creative and proactive approach to planning
10. Be computer literate with good internet & email skills
11. Flexible approach to working hours as there will be evening and weekend working.

**Working at Bradstow can be both physically and mentally demanding. In order to be able to cope with this stress, candidates must be both physically and emotionally robust.**

*Candidates are shortlisted according to these stated criteria. Please list each supporting statement according to the numbers above.*