

## Childcare Assessor/Tutor Job Description

**Contract term: Permanent, full-time**

**Hours: 37 hours per week**

**Location: Field-based covering Caerphilly, Aberdare, Ebbw Vale and Pontypool**

**Salary: £25,000 (£24,000 – Unqualified) rising to £28,000 per annum pro rata**

**If you would like to work for an organisation that demonstrates outstanding commitment to staff engagement, has gained a place on the Times Best 100 Companies to work for in the UK for the last eight consecutive years and that holds Investors in People Platinum accreditation we would love to hear from you!**

### Who we are:

As Wales's largest Training Provider, ACT provide a wide range of training programmes and qualifications including Traineeships, Apprenticeships, Higher Apprenticeships and Schools provision across 30 different sectors throughout Wales.

ACT is all about people. With a family feel culture we believe our employees are our greatest asset. We're all extremely passionate about making a positive difference to people's lives by providing excellent learning programmes and opportunities.



### What you'll do:

We are looking for a passionate individual who will support JGW+ learners within the workplace. The role involves assessing learners and delivering workshops based around level 1 and level 2 in Childcare. You will be responsible for a caseload of learners ensuring timely qualification completion and positive progression of learners.

We are looking for an Assessor/ Tutor with a minimum of 2 years' occupational experience along with a minimum of Level 3 occupational based qualification or equivalent in Childcare.

The role is field based covering the South Wales area and fits within the JGW+ provision reporting to the Delivery Manager with a lead responsibility of Childcare delivery.

ACT is committed to promoting the Welsh language for both staff and learners, and whilst it is not considered essential criteria, the ability to speak Welsh is desirable for this role.

### What we offer:

- Generous holiday package (up to 45 days per year)
- Annual salary increases
- Healthcare cash plan
- Contributory pension scheme
- Life assurance
- Wellbeing initiatives including access to in-house counselling
- Employee voice initiatives including a staff council
- Flexible and hybrid working options (where applicable)
- Annual team building events
- Four paid volunteering days per year
- Length of service and birthday rewards
- Staff recognition awards
- Complimentary tea and coffee

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- Excellent learning & development and CPD opportunities
- Formal coaching and mentoring opportunities
- E-learning platform available to all staff

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## What you are responsible for:

- To ensure learners are adequately prepared and given the opportunity to progress based on individual needs by liaising effectively with relevant staff.
- To use Vision2 and other in-house systems in order to monitor learner progress and maintain relevant performance standards.
- To identify learners who are at high risk of disengaging and implement strategies to prevent this from happening (enlisting the support of learning coaches where necessary).
- To liaise with Job Centres, Careers Companies, support agencies and relevant stakeholders in order to promote ACT's services and maintain good working relationships.
- To provide prospective learners with information on ACT's programmes and services and assist in promoting and marketing learning programmes to employers and learners.
- To complete meaningful learning plans and reviews
- To carry out meaningful interviews, inductions, initial assessments and reviews on learners to measure progress and identify actions and training needs.
- To carry out any related administrative duties required enabling the smooth running of the JGW+ Programmes liaising with all routes and administrative department.
- To adhere to and promote ACT's environmental practices.
- Celebrating success of learners and organising relevant activities when appropriate
- Promoting Wales and Welsh culture, British Values and Prevent.
- To contribute to differentiated curriculum that is diverse and inclusive to all
- To ensure positive progressions for learners leaving ACT and follow up outcomes
- Collection of suitable and timely progression evidence
- To monitor and maintain learner attendance by carrying out learner reengagement activities such as calls the same day a learner is missing and possible home visits where necessary.
- Assess, support and develop learner's literacy, numeracy, ICT and employability skills; knowledge of sustainable development and global citizenship, Welsh Language and Culture through delivery of qualifications and enrichment activities
- Deliver, record and continually update the learning journey paperwork (initial assessments, IALPs, induction and reviews) to ensure a meaningful learner experience in line with **ACT** and Welsh Government requirements

- Follow ACT IQA procedures to ensure good quality of delivery and progress of qualifications that meet awarding organisation requirements
- Ensure all relevant Welsh Government and **ACT** administrative paperwork is completed accurately and promptly
- Maintain own CPD by attending sector, awarding body and internal training
- Communicate regularly and professionally with employers to maintain good relationships and engagement in the learning process. Develop links with employers to promote new business as appropriate. Act as a conduit between employers and **ACT** ensuring that all business leads are referred to the appropriate **ACT** nominee. Recruit new learners as agreed with Line Manager
- Engage effectively with employers to keep them involved in the learner journey and to encourage further starts within the organisation. Also to promote the whole range of **ACT** services to facilitate cross selling
- Ensure learners wellbeing by carrying out health and safety monitoring and following safeguarding procedures
- Communicate effectively with the team and management including checking and responding to e-mails, updating calendars, attending meetings and staff training events
- Take part in, support and carry out actions from quality processes e.g. quality observation, audit, learner feedback
- Design and deliver training solutions to ACT learners, as required
- Respond to enquiries
- Produce training materials
- Build and maintain course resources including distance learning materials
- Work with and support other team members
- Ensure training content and delivery styles are current
- Evaluate training delivered
- Design and deliver bespoke development programmes as required
- Manage learner cohorts
- Mark and assess various course work including assignments, distance learning materials and projects to ensure the minimum standards set by Awarding Bodies in the qualification specifications have been met
- To ensure quality, consistency, accuracy and fairness for all learners
- To ensure that best practice is identified and shared
- To ensure compliance with Equality and Diversity legislation in relation to the training delivery

- Demonstrate commitment to learners, their learning, safety and well-being by taking account their current level and making them aware of progression options.
- Use evidence and research to improve practice.
- Plan and deliver effective learning, teaching and assessment by using a range of methods including digital to effectively enhance the learning process.
- Enable learners to share responsibility for their own learning/assessment and empower them to set challenging goals and targets and to evaluate their own progress.
- Adhering to and promoting ACT's environmental and sustainability practices.
- Adhering to all GDPR (General Data Protection Regulations) legislation in respect of all learners, clients and colleagues.
- Any other duties as requested by your manager, which may be necessary from time to time.

### Personal and other duties and responsibilities:

- To actively keep updated with the company's services and programmes
- To continually develop yourself by attending courses, meetings, training events, workshops and seminars
- To demonstrate clear written and verbal communication skills
- To be highly self-motivated and organised
- To ensure effective customer care skills
- A recognition and regard for observing confidentiality
- The capacity to work as part of a team
- An ability to work on own initiative and meet set timescales
- General housekeeping duties
- To display **ACT** core values at all times.



## Person Specification

### What we are looking for:

	Assessment Method		Essential	Assessment Method		Desirable
<b>Experience</b>	<b>A</b>	Application	Minimum of 2 years' occupational experience of working within a Childcare setting	<b>A</b>	Application/ Interview	Working within the training/education sector
<b>Qualifications &amp; Knowledge</b>	<b>A</b>	Application/ Certificate verification	Minimum L3 occupational based qualification or equivalent (Health & Social Care / Childcare)	<b>A</b>	Application/ Certificate verification	Teaching qualification
				<b>B</b>	Application/ Certificate verification	Assessors' qualification - Level 3 Certificate in Assessing Vocational Achievement (AVA) or equivalent
<b>Skills &amp; Attributes</b>	<b>A</b>	Interview	Creative and passionate for training/learning	<b>A</b>	Interview	Welsh speaker
	<b>B</b>	Interview	Ability to develop others			
	<b>C</b>	Interview	Proven track record of meeting targets			
	<b>D</b>	Interview	Excellent written and verbal communication skills			
	<b>E</b>	Interview	Well organised			
	<b>F</b>	Interview	Excellent IT skills with programmes such as Microsoft Office, Word and Excel			
	<b>G</b>	Interview	Willingness and ability to be flexible and go above and beyond as and when needed			
	<b>H</b>	Interview	Team player with ability to work on own initiative			
	<b>I</b>	Interview	Willingness to undertake personal & professional development in relation to your role and business needs			
<b>Personal Qualities</b>	<b>A</b>	Interview	To uphold ACT Values			
<b>Other</b>	<b>A</b>	Interview	Hold a full U.K. driving licence and access to vehicle			

Have you got what it takes? <https://www.irishrcloud.co.uk/recruit/application/apply.aspx?cid=527-9B7AAB5D-403A-4465-A6FE-A54AB5AF32C9&VacancyID=25361-79367098-1FCB-4D28-A115-40BD781D3EBA>

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