

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Instructor / Assessor in Education and Early Years	Post Number:	LC0230P
Daily Supervision:	Curriculum Lead Care and Early Years	Grade:	LC Support Scale 6
Department:	AP HEART, Health and Care	Last Updated:	February 2025

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

To be responsible for the work-based assessment, supervision, tuition, assessment and internal verification of students according to the requirements of the Early Years Education programmes.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To conduct on site work-based assessments and reviews in line with college and awarding body organisation procedures, at Levels 2, 3 and T Level provision.
2. To support student learning through observation, assessment, instruction, guidance and other appropriate means.
3. To plan, develop and deliver assessment and training on Early Years Education programmes.
4. To liaise with Early Years Education lecturers and ensure learning outcomes are met in a timely manner
5. To be actively involved in all aspects of student recruitment including open days, welcome days and enrolment days.
6. To provide appropriate guidance to learners when selecting courses both initially and as progression. To support placement officers in organising suitable industry placement opportunities for the learners.
7. To be responsible for the supervision, tuition, review, assessment and internal verification of learner performance, according to the requirements of the programme.
8. To complete and maintain student records, portfolios and other paperwork connected to learner programmes in line with college and awarding organisation procedures.
9. To undertake relevant professional development to maintain knowledge of changes to curriculum and so sustain professional standards and expertise.
10. To maintain quality standards appropriate to the post.
11. To support the department in collating relevant information regarding learners references and assisting students in the application of DBS checks.
12. To contribute towards the development of an inclusive learning environment.
13. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
14. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
15. To maintain quality standards appropriate to the post.
16. To conform with the Health and Safety requirements relevant to the post.
17. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

Knowledge		PSM
1	You will possess a Level 3 teaching qualification, or the ability and willingness to obtain this within 1 year (2 years for fractional posts) of commencing employment	A/I
2	Level 3 qualification in Childcare	A/I
3	Assessor and Verifier Award	A/I
4	GCSE (or equivalent) in English and Maths at grade 4 / C or above	A/I

Skills/Abilities – Interpersonal		PSM
5	The ability to work in a non-discriminatory manner.	A/I
6	The ability to respond to the individual learning needs of students considering additional measures that may need to be put in place to support achievement	A/I
7	The ability to support students undertaking a range of Early Years Education qualifications to achieve in a timely manner in line with college deadlines.	A/I
8	The ability to plan, organise and carry out on-site assessment in an Early Years Education setting	A/I/T

Experience		PSM
9	Recent vocational experience in an Early Years Education setting	A/I
10	Experience of preparation, delivery and work-based assessment of Early Years Education Qualifications. It is essential that you have previously assessed T Level qualifications in the workplace and have a good understanding of practices and processes to achieve this.	A/I/T

Work Related Circumstances		PSM
11	The ability and willingness to undertake relevant staff development.	A/I

Skills/Abilities - Other		PSM
12	Appropriate level of IT skills to undertake relevant duties, which will include reporting on learners and providing written witness testimonies to support awarding body criteria.	A/I
13	Responsibility for the safeguarding and promoting the welfare of children wherever applicable.	A/I
14	Ability to travel between sites and undertake visits in childcare settings.	A/I

Prepared By:	Steven Horsfield
Date:	Assistant Principal HEART, Health and Care (June 2024)

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

