

Post Title:	Instructor/Assessor – Education & Early Years	Post Number:	LC0230P
Daily Supervision:	Curriculum Lead - Care & Early Years	Grade:	LC Support 6
Department:	HEART, Health & Care	Last Updated:	October 2025

Our Purpose: Be Ready...

Realise Aspirations, Shape Futures, Serve our communities

Our Code:

We CARE deeply about achieving outcomes in the right way and expect staff and students to behave with....

Community

Accountability

Respect

Excellence

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 learner's 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 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	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:	January 2025

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



VISION 2030

LINCOLN COLLEGE GROUP STRATEGY 2025-30

OUR PURPOSE *BE READY...*

**REALISE ASPIRATIONS;
SHAPE FUTURES;
SERVE OUR COMMUNITIES.**

OUR CODE

Our Group Code sets the tone of how we behave and achieve our Purpose because **You Matter**.

We **CARE** deeply about achieving outcomes in the right way and expect staff and students to behave with...

COMMUNITY

We will prioritise empathy, compassion and wellbeing. Our goal is to develop a positive community where the mental and physical health of staff, learners, governors and key stakeholders is emphasised.

ACCOUNTABILITY

We will all act with integrity and transparency, take full ownership of our actions and deliver on our commitments, impacts and outcomes.

RESPECT

We will all create an inclusive environment where everyone is valued, trusted and treated with consideration, kindness and fairness.

EXCELLENCE

We will all drive innovation and pursue extraordinary quality through an "ambitious spirit", consistently striving for the highest standards in all we do.

OUR PRIORITIES

Over the next five years we will achieve "Our Purpose" by delivering on our strategic priorities set out in full detail in 7 strategic plans.

In summary we will:

