

Job Title:	T-Level Assessor Childcare & Education
Responsible to:	Programme Team Leader
Responsible for:	N/A
Salary:	£28,215 - £30,606 Pro Rata Scale 5, Points 25 - 28
Hours per week:	15 hours per week
Weeks per year:	52
Conditions of Service:	Callywith College Trust
Academic or Support:	Support
Key Purpose of the Role:	To support, assess and monitor T-Level students in workplace settings, ensuring they develop the knowledge, skills and behaviours required for successful completion of their industry placement, Early Years Educator status certification and progression towards employment within the Early Years and Education sector.

Industry Placement Assessment & Learner Support:

Conduct workplace visits to assess students undertaking T-Level industry placements.

Observe and assess students against programme requirements and industry standards.

Provide developmental feedback that supports student progress and professional growth.

Agree assessment plans, review targets and monitor achievement throughout the placement.

Support students in developing the professional behaviours, skills and knowledge required within the Early Years and Education sector.

Maintain regular communication with students, placement providers and curriculum staff to ensure positive learner outcomes.

Identify learners requiring additional support and work collaboratively to implement appropriate interventions.

Undertake workplace health & safety checks and ensure placement suitability by completing all required review documentation.



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Employer Engagement & Partnership Working:

Develop and maintain positive relationships with placement employers and external partners.

Act as a key point of contact between the college and placement providers.

Support employers in understanding programme requirements, assessment processes and expectations.

Promote effective collaboration between employers, staff and students to maximise placement opportunities and learner success.

Maintain regular contact with workplace supervisors and mentors to review learner progress.

Assessment, Quality Assurance & Compliance:

Carry out assessment activities in accordance with awarding organisation requirements and college quality procedures.

Assess occupational competence, vocational knowledge and professional behaviours within workplace settings.

Maintain accurate learner records, assessment documentation and evidence portfolios.

Ensure all assessment evidence is recorded and retained in line with internal and external quality requirements.

Participate in standardisation, moderation and quality assurance activities as required.

Work with internal and external quality assurers to maintain required standards.

Monitor learner progress and contribute to timely programme completion.

Administrative & Operational Duties:

Maintain accurate and up-to-date learner records using college systems.

Produce reports and documentation relating to learner progress and achievement.

Manage assessment planning, reviews and associated administration within agreed timescales.

Attend team meetings, standardisation events and training as required.

Undertake other duties appropriate to the grade and nature of the role as requested by the PTL.



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As a member of staff at Callywith College, the post-holder is expected to contribute to the overall aims and values of the college by actively engaging in the following areas:

Probationary Period

Your first nine months (academic or management roles) or six months (support staff) of employment will be a probationary period. During this time, your suitability for the role will be reviewed and assessed.

Performance and Development

Take part in the college's performance appraisal and review process.
Engage in ongoing professional development activities to support continuous improvement and growth.

Equality, Diversity and Inclusion

Promote and support equality, diversity and inclusion in accordance with college policies and values.

Student Experience

Contribute to providing a high-quality environment that supports student learning, wellbeing, and personal development. Support the delivery of effective Student Welfare and Support Services.

Organisational Development

Contribute to the development of a flexible, responsive, and forward-thinking college. Support college marketing and promotional initiatives as appropriate.

Health, Safety and Use of Resources

Use college equipment, premises, and property safely and responsibly.
Adhere to all health and safety policies and procedures. Carry out Fire Marshall or First Aid duties as required (training will be provided if needed).

Wider College Contribution

Participate in and contribute to general college-wide developments and initiatives. Be open and adaptable to changes in role and responsibilities as the college evolves.

Safeguarding

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



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T-LEVEL ASSESSOR (CHILDCARE & EDUCATION)

Ideally, the person appointed will have the following skills and experience:

Qualifications & Training

Essential

- Level 3 qualification (or above) in Early Years, Childcare, Education or a related occupational area.
- GCSE English and Mathematics (Grade C/4 or above) or equivalent.
- Assessor qualification (TAQA, A1 or equivalent) or willingness to achieve within an agreed timescale.
- Full UK driving licence and access to a suitable vehicle.

Desirable

- Teaching qualification.
- Internal Quality Assurance qualification (V1, IQA or equivalent).
- Health and Safety qualification.
- Relevant safeguarding training.

Experience

Essential

- Significant industry experience within Early Years, Childcare or Education settings.
- Experience of assessing, mentoring, coaching or supporting learners in the workplace.
- Experience of maintaining accurate records and documentation.
- Working independently and managing competing priorities.
- Developing effective relationships with employers and external stakeholders.

Desirable

- Previous experience assessing vocational qualifications or T-Level industry placements.
- Experience working within Further Education.
- Experience of quality assurance and moderation processes.

Knowledge

Essential

- Understanding of the Early Years and Education sector and current professional standards.
- Awareness of safeguarding, Prevent and responsibilities when working with young people.
- Understanding of equality, diversity and inclusion.
- Knowledge of workplace health and safety requirements.

Desirable

- Knowledge of T-Level programmes and industry placement requirements.
- Understanding of awarding organisation assessment requirements and quality assurance processes.



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Skills & Abilities

Essential

- Excellent communication and interpersonal skills.
- Ability to build positive relationships with students, employers and colleagues.
- Ability to provide effective feedback that supports learner progress.
- Strong organisational and time management skills.
- Ability to maintain accurate records and meet deadlines.
- Competent IT skills, including Microsoft Office and electronic portfolio systems.
- Ability to work independently and as part of a team.
- Ability to motivate and support learners to achieve their goals.

Desirable

- Ability to analyse learner progress and performance data.
- Experience using online assessment and portfolio platforms.
- Confidence delivering employer and learner information sessions.

Personal Attributes

Essential

- Student-centred approach with a commitment to learner success.
- Professional, reliable and organised.
- Flexible and adaptable approach to work.
- High level of integrity and confidentiality.
- Commitment to equality, diversity and inclusion.
- Positive, proactive and solution-focused attitude.
- Commitment to continuous improvement.

The college is registered with the Disclosure and Barring Service, and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Callywith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.



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RESPECT



SUCCESS

CALLYWITH VALUES

CHOSEN BY STAFF
AND STUDENTS, **OUR
VALUES REPRESENT
THE VISION, MISSION
AND CULTURE OF
CALLYWITH COLLEGE.**

