

ROLE DESCRIPTION

ROLE TITLE: Education and Childcare T-Level Assessor/Facilitator

REPORTING TO: Head of Department

LOCATION: Franklin College, Grimsby

APPOINTMENT TYPE: Sessional

DATE: October 2025

ROLE PURPOSE:

The role of Childcare Assessor/ Facilitator supports students in delivery of courses, especially through identifying and sharing relevant information regarding student's needs and taking active measures to ensure specific issues are identified and supported. They will promote and encourage excellent standards of student behaviour, whilst modelling professionalism.

MAIN DUTIES AND RESPONSIBILITIES

1. To have experience of working with children in a range of settings, desirable from 0-8 age years of age.
2. Hold a relevant Assessor qualification such as A1, D32/D33, CAVA; or be working towards obtaining the qualification.
3. The role will require personal organisation and flexibility throughout the working week, in order to manage the requirements and expectations of the Childcare Assessor / Facilitator role. To work flexibly throughout the College business cycle to ensure all operational aspects of the HR function are managed effectively, undertaking any other duties as required by the College.
4. To plan and deliver facilitation sessions in college for learners in preparation for skills to be assessed in setting, with relevance to awarding body specifications.
5. To regularly observe and assess the competency of student's practices in line with the college and awarding body specifications and quality assurance processes for the T-Level in Education and Childcare (Early Years Educator), through following methods such as professional discussions.
6. You will pro-actively engage and be required to have regular ongoing contact with all staff, students, and employers; and to complete all the relevant paperwork and update all records relating to learner progress.

7. Effective diary organisation and management is essential to ensure timely reviews and visits are conducted and essential paperwork is submitted to deadlines determined by the awarding body.
8. Contribute to maintaining delivery, practical and knowledge-based skills and identify and record occupational training provided. Produce accurate and timely completion of all relevant documentation and records relating to learners' training and progress
9. Support and maintain the quality assurance process for assessment, training, and verification purposes, in line with policies and all related awarding body procedures and guidelines
10. Contribute to safeguarding and PREVENT at all times to ensure the safety and security of and identifying all young people and vulnerable adults who are in contact with the College, with a commitment to safeguarding the welfare of these individuals and protecting them from any potential harm.
11. Work to promote and contribute to the College's Equality, Diversity and Inclusion (EDI) policies and practices
12. To follow best practice and College policy in all areas of work including health and safety.

Selection Criteria: A= Application Form I = Interview T = Test/Personality Profile P = Practical exercise *The selection criterion is for guidance only and alternative methods may be used to assist the selection process	Essential or Desirable	Method of Candidate Assessment * A, I, T OR P
Experience		
1. Experience of working within an Early Years setting ages 0-8	E	A/I/P
2. Relevant Assessor Qualification	D	A/I
3. Experience of observing and planning for children aged 0-8 in a relevant Early Years setting	E	A/I/P
4. Experience of managing own workload to meet deadlines effectively	E	A/I
5. Experience of planning materials to be delivered in accordance with exam board specifications	D	A/I
Educational/ Vocational Qualifications		
1. Good general education, including at least 5 GCSE grade C /4 (or equivalent) in English and Maths	E	A/I
2. Level 3 minimum Childcare Qualification	D	A/I

Skills, Knowledge & level of competency		
1. Highly developed communicator who is learner and quality focussed.	E	A/I/P
2. High degree of computer literacy, particularly in Microsoft Office packages and Google platforms	D	A/I
3. Strong work ethic, proactive with good time management skills	E	A/I
4. Confident and professional with the ability to inspire and motivate people.	E	A/I/P
Personal Qualities and Interpersonal Skills		
1. Communication skills – the ability to present ideas and information clearly, concisely and accurately both verbally and in writing	E	A/I/P
2. Interpersonal skills - the ability to build and maintain effective professional relationships with settings and students	E	A/I/P
4. A commitment to equal opportunities and diversity	E	A/I/P
5. Attention to detail, organised and methodical approach to work	E	A/I/P
6. Punctual and reliable, with a responsive and flexible attitude to changing needs and demands of the Department	E	A/I
7. Self-motivated with a high level of personal initiative.	E	A/I
8. Committed to excellence, continuous improvement, student focused, team player, flexible, approachable and enthusiastic.	E	A/I
9. Franklin College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.	E	A/I
Other requirements		

1. Willingness to work occasional evenings and weekends for College wide open events	E	A/I
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Grade of post: SIXTH FORM COLLEGES’ SUPPORT STAFF PAY SPINE POINT NJC10 (£27,733 FTE)

Hours of work: Full time