

CREATING GREAT FUTURES

At Croydon College Group our staff are passionate and committed to achieve the very best outcomes for our students. We recognise and value our people as our most important asset in achieving each of the aspirations within our [College's Strategic Plan 2019-2024](#). We believe it is through our people that an excellent student experience will be delivered, and this will have a positive impact in our local community. We value inclusion and we are committed to the promotion of equality, diversity, and inclusion, ensuring we have a diverse, skilled, and motivated workforce who are empowered and engaged. This makes our College a unique, vibrant and rewarding place to work.

Our visions and values ensure that we put our students first and value our staff. You can view a short video on our vision and values [here](#).

Croydon Campus

Our Croydon campus is centrally located near to East Croydon station offering a wide range of transport options and easy access to many areas. It's central location in Croydon means we are closely linked with our local community and all that Croydon has to offer. Croydon College can trace its history back to 1868 when Croydon School of Art was first established. Subsequently, a rich and interesting history followed leading to the Croydon Technical College opening its doors for the first time in 1955 and was finally completed and formally opened by the Queen in 1960. In 1974 the College was renamed Croydon College and has remained as such on the main Fairfield site ever since.

Our wonderful campus has recently undergone refurbishment and we are proud of the modern learning facilities we offer to our students, including recent investment in our clinical nursing suite, and refurbishment of our learning spaces with interactive technologies.

JOB DESCRIPTION

Post:	Early Years Work Placement Assessor
Reports to:	Curriculum Team Leader
Responsible for:	Health and Social Care work placements
Salary:	28,000 per annum
Hours:	35 hours per week / 52 weeks
Location:	Croydon College

Main Purpose of the Post:

To organise, allocate & supervise student placements against agreed standards of competence using a range of assessment methods, giving feedback on assessment decisions and contribute to the quality assurance process.

To meet all agreed performance and target criteria set by Academic Leader in relation to the students completing their placements in a timely manner.

To build relationships with employers and students and to communicate the contact back to relevant business and curriculum teams

Work in a team to ensure there is a cohesive delivery of workplace assessments in this area and communicate ideas received from student and employer feedback that could enhance the quality of the programme delivery.

Deliver work placement inductions to the students and employers at the start of the programme and ensure that all DBS paperwork is 100% accurate before online submission

To monitor and ensure all students are registered on 'Navigate' and that all relevant documentation is regularly uploaded on the system

Main Duties:

1. Developing a programme of timetabled Careers activities for all learners in liaison with the Careers coordinator
2. Developing and agreeing realistic plans for learning and assessment with students, including the identification of different needs
3. Planning the assessment process with students, tutors and relevant stakeholders including establishing employer participation
4. Monitoring the feedback & support on assessment decisions, including delivery of underpinning knowledge
5. Contributing to the internal and external quality assurance process

6. To co-ordinate interviews with students (once relevant programme has been established) to ensure completion of the DBS process before the start of the programme
7. Ensure college priorities are embedded in students work placement activities, including the creation of resources in line with specifications and registration and monitoring of student completion on Navigate
8. Ensure the completion of HASPs and raise any concerns with the relevant Curriculum Team Leader
9. Deliver an introductory work placements presentations to all students and support students to find appropriate work placements

Delivery and assessment of Allocated Programmes – in line with Awarding Body requirements.

1. To supervise the assessment and action planning of students,
2. To supervise the review of student progress including reinforcement of health and safety, equal opportunities, career aims and progression
3. Liaison with Internal Verifiers and External Verifiers to ensure students' progress and achievement satisfy awarding body criteria
4. Monitor that the completion and quality of assessments are in line with awarding body requirements, in liaison with the relevant Curriculum Team Leader and the College's Quality Nominee.
5. Provide weekly updates to Curriculum Team Leader on student progress towards targets and within specified time frames (via weekly tracking sheet)
6. Supervise completion of all relevant approved paperwork, computerised records on MyPT weekly tracking documents as instructed

Student support

1. Identification of additional learning needs and communication of findings to the Curriculum Team Leader
2. Facilitate relevant underpinning knowledge to fill candidate skills gaps as appropriate
3. Recommendation of other training programmes students might attend to fulfil the requirements of their learning programme
4. Facilitate student completion of the DBS application in a timely fashion (before the start of the course) and monitor process through liaison with administration and Human Resources

Employer Liaison

1. Maintain employer participation in vocational Health and Social Care courses
2. Co-ordinate and organise routine Health and Safety checks, to ensure they are carried out and reviewed annually.

Other Duties

1. To keep up to date with all the changes to national standards and learning in the workplace in line with the Awarding Bod and communicate this information to the team of assessors
2. Undertake and maintain a log of continuous professional development to ensure skills and knowledge are up to date at all times, and ensure this knowledge is shared with team This may include attending training and development activities and/or completing 'work experience' to ensure current occupation competence
3. Contribute to the design and implementation of new systems and procedures
4. Attend open events and training to provide advice and guidance to students and assessors
5. Attend relevant meetings, including one standardisation meeting each term.
6. To meet performance and target criteria and take correct action where necessary
7. Any other duties at the discretion of the Curriculum Team Leader.

Internal Verification

The post holder would be expected to undertake Internal Verification as required.

PERSON SPECIFICATION

	Essential Requirements
Qualifications	<ol style="list-style-type: none"> 1. Level 3 or advanced qualification (or equivalent) in relevant discipline. 2. A relevant Assessor Award (A1 Assessor Award or equivalent). 3. A relevant Internal Verifier Award (or equivalent). 4. Level 2 Maths and English 5. Current Knowledge of the industry and relevant legislation, Health & Safety and other associated legislation. 6. Appropriate risk assessment qualification or willingness to complete.
Experience	<ol style="list-style-type: none"> 7. Significant post qualification experience in the relevant industry
Skills & Attributes	<ol style="list-style-type: none"> 8. A high standard of work-related practical skills. 9. Good organisational skills. 10. Ability to communicate effectively both verbally and in writing.

	11. Ability to work effectively as part of the Health & Social Care/Childcare team. 12. The ability to motivate students. 13. Ability to liaise effectively with outside agencies. 14. Ability to work on own initiative. 15. A commitment to Equality of Opportunity and Safeguarding. 16. The ability to work with and understand the needs of all stakeholders undertaking training. 17. The ability to work flexibly to meet the needs of employers.
	Desirable Requirements
	18. A post-16 teaching qualification. 19. Relevant industry related qualifications specific to the associated trade. 20. Teaching/training experience in the FE sector. 21. Good IT skills (knowledge of Navigate). 22. Full European/UK driving licence and access to own vehicle.

NB: This job description and persona specification outlines a range of main duties. It is not exhaustive and can be varied in consultation with the post holder in order to reflect changes in the job or the organisation.

Safeguarding

This post is recruited in line with Safer Recruitment practices. You must demonstrate in your application, your ability to work in a way that promotes the safety and wellbeing of children and young people. If you are successful, this post will be subject to an enhanced DBS check and other onboarding requirements in line with the [Keeping Children Safe in Education Guidelines](#).

Staff Benefits

Apart from our great location, our wonderful staff and positive culture, we also offer a range of other staff benefits. This includes:

- Generous annual leave
- Defined benefit pension schemes
- Cycle to work scheme
- IT salary sacrifice scheme
- UNIDAYS online discount
- Costco membership card
- TOTUM NUS Extra Card

- Annual season ticket loans
- On-site [Aura Hair and Beauty Salon](#) offering hairdressing, beauty and complementary therapies at competitive prices
- Access and use of the College library

We also value staff development and have 7 days a year planned for staff development, including elements of team development, socialisation and staff wellbeing.

Next Steps

If you are as passionate about making a difference, we look forward to receiving your application and joining our great college group.

Apply via: <https://croydon.ac.uk/student-life/job-vacancies/>

