

Our mission is: 'Inclusion, realising potential; transforming lives'

JOB DESCRIPTION

Job Title: Reviewer Assessor in Early Years

Responsible to: Curriculum manager

Accountable to: Director of Curriculum & Quality

Job purpose

To place, support, monitor, assess and carry out placement reviews for learners undertaking Early Years qualifications whilst on industry placements. The role will also include carrying out workplace reviews and visits, observe the learners in line with the awarding body requirements, track progress and attendance, and ensuring a high-quality learning experience.

Key responsibilities

- Support learners to find a suitable industry placement that meets the needs and requirements of the qualification.
- Source suitable Early Years settings for industry placement.
- Liaise with employers before, during and after the duration of the placement to maintain relationships with employers.
- Visit employers regularly and set individualised targets for the learners to achieve while in industry placements.
- Record and monitor placement attendance reporting issues directly to curriculum manager/course leads.
- Work closely with the lecturers to set meaningful targets that relate to current teaching and meet the needs of the employer and develop skills required.
- Deliver placement readiness and skills sessions to the T Level Early Years learners.
- Prepare the learners for their observations, supporting them to gain the skills, knowledge and behaviours required.

- Ensure that any additional learning support needs have been identified on individual learning plans, training programmes agreed and progression monitored on a regular basis.
- To ensure regular and purposeful reports to employers, learners and the college to ensure a clear plan of action is in place, which is timely for each learner, and allows completion with agreed target dates.
- To ensure fully compliant and comprehensive candidate tracking at all times regarding progress and status of learners is current and up to date, and in line with pre-determined progress targets

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.
- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our college values are:

We put our students and customers first - prioritising their inclusion, learning and progress, supporting their health and wellbeing and realising their potential

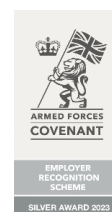
We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do

We pursue excellence in all we do - a passion for inclusive, high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

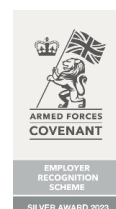
We embrace change - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

We collaborate and work in partnership with others - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers

We operate sustainably, ethically and responsibly – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.



We are guided by the principles of sound financial stewardship and operational efficiency – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- 5 GCSEs including English and Maths
- Recognised qualification at level 3 or above in Early Years.
- Hold an assessor qualification.

Experience and knowledge

- Experience of working with work-based providers/employers
- Experience of working within an Early Years setting
- Minimum of 1 year assessing
- Knowledge of the Early Years Frameworks and Curriculum

Skills and abilities

- Good organisational skills
- Strong team-working skills
- Customer focussed approach to working with others
- Detailed and thorough
- Strong problem-solving skills

Updated June 2026

