

Title:	Independent End-Point Assessor, Early Years Educator L3
Fee:	Fixed fee per full EPA Resit / Retake assessment fees to be confirmed at point of allocation
Responsible to:	EPAO Assurance and Delivery Officer

Job Summary:

Awarding UK is the End-Point Assessment service based within Bishop Grosseteste University. This role will deliver end-point assessments for Awarding UK, to Learners enrolled on the Level 3 Early Years Educator apprenticeship standard.

Job holders will be responsible for carrying out the assessments, consisting of a portfolio review in preparation for a Professional Discussion, conducting the Professional Discussion, recording evidence, completing an assessment report and assigning preliminary grading subject to Internal Quality Assurance review.

Assessments will be delivered as and when required. Independent End Point Assessors will also be expected to undertake a full induction programme, and participate in at least one standardisation activity per year.

Detailed Responsibilities

1. Complete all induction activities as required by Awarding UK before undertaking any assessments
2. Provide Awarding UK with a full CPD record, and maintain this record by updating it at least once per year
3. Provide Awarding UK with a Conflict of Interest Declaration, and update this every six months, and additionally if any details change in between routine updates
4. Undertake for each Learner one planning meeting pre-assessment, one Professional Discussion including pre-discussion preparation using a submitted Learner portfolio, in accordance with the Assessment Plan, using assessment guidance material provided by Awarding UK
5. Gather supporting evidence for each assessment and record it securely in the ACE360 system
6. Complete an assessment report for each Learner, using the Awarding UK template and guidance, and upload it to the ACE360 system within 2 working days of the assessment taking place
7. Assign grading to the Professional Discussion, and to the assessment overall, following the Awarding UK grading guidance and in accordance with the Assessment Plan, and record these in ACE360
8. Participate in a minimum of one standardisation activity each year, and undertake additional training and/or standardisation activities when the Assessment Plan, assessment material is updated or EPA processes are updated
9. Maintain current occupational currency by demonstrating a minimum of 3 years in the early years sector

10. Undertake personal development activities as required by the Assurance and Delivery Officer following feedback from the Internal Quality Assurers
11. Maintain the highest level of integrity and assessment standards
12. Ensure that all information provided to Awarding UK is accurate and up to date
13. Inform Awarding UK immediately of any changes that might affect their ability or suitability to carry out end-point assessments
14. Provide Awarding UK with accurate and up to date information on availability to carry out end-point assessments
15. Ensure that all data is held securely within the Awarding UK and ACE360 systems
16. Provide feedback to the Assurance and Delivery Officer on assessment activities and procedures
17. Comply with the Awarding UK and Bishop Grosseteste University Safeguarding and Health and Safety Policies, legislation and practice
18. Operate within the guidelines, procedures and regulations of Awarding UK and Bishop Grosseteste University as appropriate
19. Operate within Financial Regulations, Diversity and Equality Policy, Race Equality Policy and other relevant policies

Conflicts of Interest

Awarding UK end-point assessment is subject to regulatory requirements, one of which lays out the responsibilities of the organisation in relation to identifying and managing Conflicts of Interest. It is a requirement that all members of staff with responsibilities linked to EPA sign a declaration around Conflict of Interest. They are responsible for informing their manager of any potential or actual conflicts of interest that may occur whilst employed by BGU.

Contract

Awarding UK is the end-point assessment service within Bishop Grosseteste University. Your contract will be with Bishop Grosseteste University, and as such you will be required to follow policies, procedures and codes of practice for both Bishop Grosseteste University and Awarding UK.



Person Specification: Independent End Point Assessor, Early Years Educator L3

	Essential	Desirable
Education / Qualifications and Special Training	<p>Hold or working towards Assessor Qualification such as A1, D32/33 or similar</p> <p>Level 3 or higher qualification relating to Early Years and/or Childcare</p> <p>Current DBS certificate</p>	<p>Level 3 Award in Undertaking end-point assessment</p>
Knowledge and Skills	<p>Current knowledge of the regulatory framework and other regulatory and legislative requirements such as safeguarding, duty of care, ED&I and H&S</p> <p>Expert knowledge of the Early Years sector</p> <p>Sound understanding of the Early Years apprenticeship standard</p> <p>Significant knowledge and expertise in providing consistent and appropriate judgements of a candidate's skill and ability</p> <p>Excellent written communication skills including the ability to produce accurate, concise reports.</p> <p>Excellent verbal communication skills</p> <p>Ability to maintain accuracy under pressure and work to tight deadlines</p> <p>Proficient IT skills including MS Word</p>	<p>Knowledge and understanding of end-point assessment</p> <p>Familiarity with the ACE360 assessment recording system</p>
Experience	<p>A minimum of 3 years experience in child care provision within the last 3 years</p>	<p>Experience within the last 3 years of working with students or trainees in a work-based environment</p>
Personal Attributes	<p>Self-motivated and conscientious with an enthusiastic and highly professional approach to work</p> <p>Highly organised with excellent time management skills</p> <p>Methodical approach, with an eye for detail and accuracy</p> <p>Approachable, customer-oriented approach</p> <p>Ability to contribute within a team and to work independently using own initiative</p>	



	Essential	Desirable
	<p>Ability to work under pressure</p> <p>Willing to undertake training as required, in line with the scope of the role as outlined</p> <p>Committed to contributing to the overall success of Awarding UK and BGU</p> <p>Willing to undertake travel as required</p>	