

Person Specification

Assessor / Coach

Suitable candidates will need to demonstrate/ prove competence in ALL of the following Essential requirements to be considered for the role. Proof of Desirable requirements would offer an advantage.

Requirement	Essential / Desirable	How assessed?
Qualifications / Education / Training:		
GCSE's (or equivalent) English Grade C or above Maths Grade C or above	Essential	Validation of original copies of Qualification Certificates
Childcare Qualification Level 3 or above	Essential	
A1 Assessor Award / D32/33	Essential	
Teaching qualifications	Desirable	
PTTLS	Desirable	
DTTLS	Desirable	
V1	Desirable	
Degree	Desirable	
Proven Experience:		
Assessing candidates within a childcare setting up to Level 5, including Maths, English and ITC	Essential	Application form and Taking References
Organising own diary and workload	Essential	
Practical experience in childcare setting	Essential	
Assessing a caseload of candidates based in multiple locations	Desirable	
Use of E-portfolio System	Desirable	
Knowledge:		
QCF	Essential	Interview
Awarding body standards	Essential	
Early Years Education and Development	Essential	
Apprenticeship Framework components	Essential	
Skills & Competencies:		
Driving licence and own car.	Essential	Viewing original document
Good grasp of Internet use	Essential	Test
Good grasp of email use	Essential	Test
Good grasp of Microsoft Office products.	Essential	Test
Strong Written / Verbal skills	Essential	Application form and Interview
Focused approach to delivering objectives and targets	Essential	Interview
Responsibility for own caseload	Essential	Interview & Application Form
Clear, proactive approach to planning	Essential	Interview & Application Form
A personal commitment to learners.	Essential	Interview