

Job Description: Welsh Speaking Children's Care Play and Learning & Development Assessor.

Line Manager/responsible to: WBL Manager

Responsible for: NA

Base: Home based

Salary banding: £21,000 to £25,000 PA, PLUS additional £500 for delivery via Welsh language.

Who we are:



Role Summary

To support an active caseload of up to 37 learners to achieve all required framework components through a mentoring, facilitative approach in a timely and efficient manner.

To provide an excellent level of customer service to all learners, mentors, employers and other relevant stakeholders.

Actively engage with learners on a monthly basis to review progress, assess and feedback on learner work and plan assessment activities.

Ensure work practices and performance conforms to Welsh Government, Lead Provider and company specification.

Embrace Continuous Professional Development in order to develop route knowledge and competence by research and involvement in learning and development opportunities.

Positively engage with Portal Training's Quality Assurance department to ensure outstanding delivery standards and support company evaluative activities.

Regularly and positively engage with Portal's Lead Assessor to ensure excellent attainment and timely achievement outcomes are achieved and Portal conform to Welsh Government conformance expectations.

Delivery & Teaching and Learning

- Deliver Induction sessions to provide an overview of the Framework which includes Children's Care, Play and Learning & Development QCF Levels 2 & 3 and Essential Skills controlled tasks and assessments in Application of Number, Communication and Digital Literacy.
- Support learners to progress through the learning journey through effective assessment planning, feedback and regular learner interaction.
- Provide constructive feedback to learners on an ongoing bases to ensure learners progress through their programme in a timely manner and to ensure clarity and understanding for all parties.
- Communicate progress and achievement of learner to the mentor and/or employer consistently throughout the programme.
- Collaborate and communicate with ESW IQA to ensure all ES Controlled Tasks and Confirmatory Tests are conducted in a professional manner.
- Ensure that WEST initial assessments are referred to in order to identify areas of development for Numeracy, Literacy and Digital Literacy.
- Complete Individual Assessment and Learning Plans (IALP) with all learners to ensure effective and appropriate support is provided throughout the learner journey and progress is recorded.
- Complete reviews monthly ensuring that the Learner and mentor confirm that they are aware of the progress being made and they are clear on the work being planned in the timescales agreed.
- Ensure learner work is assessed to ensure IQA sampling can be carried out at Formative, Ongoing and Summative stage.
- Share knowledge skills and experience to develop learners understanding and competence in their chosen qualification area.
- Allow the learner to reflect on teaching and learning activities to show meaningful understanding.
- Positively impact the learner and their organisation by applying learning to practices.

Performance and Conformance

- Support and effectively engage with learners to achieve attainment rates of 85%
- Ensure learners complete on or before their expected end date achieving a minimum timely achievement rate of 80%.
- Report any learner concerns to the Lead Assessor.
- Complete reviews with learners monthly (maximum every 45 days) ensuring compliance to Welsh Government Programme Specification, Lead Provider expectations and internal practices.
- Maintain regular contact with suspended learners ensuring that the Conformance Officer is kept up to date and all communication and evidence is recorded in the events tab on Vision.
- Submit ELI/PLI within one month of the required review date.
- Engage with Portal Conformance Officer to conduct any auditing activities.
- Ensure that suspended learners are brought back on or before their expected return date or suitable action is taken.
- Complete all Welsh Government documentation fully to an excellent standard.

Quality Assurance

- Compulsory attendance to all standardisation meetings to ensure effective and consistent assessment decisions.
- Positively engage with the IQA Team to ensure accurate assessment decisions.
- Complete all IQA action points by the agreed date.
- Provide any information requested by Qualifications Quality Manager and Conformance Officer in preparation for any visits from Awarding Organisations, ESTYN or lead provider audits.
- Maintain positive, effective working relationships with your IQA and the wider Quality Team to ensure Continuous improvement in relation to the quality of the delivery of all qualifications.
- To adhere to the Code of Professional Conduct and Practice for Registrants with the Education Workforce Council at all times.
- To maintain the Professional Standards for Work Based Learning Practitioners in Wales regardless of delivery area.
- Strive to achieve a risk rating of 25% for all qualifications delivered.
- Adhere to all job responsibilities set out in the QA handbook.

Learner and Employer Engagement

- Communicate regularly and professionally with learners and employers to maintain good relationships and engagement in the learning process.
- Develop links with customers to promote new business as appropriate.
- Act as a conduit between employers and Portal ensuring that all business leads are referred to the appropriate team member.

General Duties

- Update job knowledge by participating in educational opportunities; reading trade publications and attending networking events.
- Take part in any project work deemed necessary by Portal Training's senior management team.
- Fully engage with and adhere to Portal Training's company values.
- Embrace Portal Training's strategies, policies and processes.
- Ensure that all your practices adhere to information security policies, procedures and legislation.
- Work as a team to ensure continuous quality improvements supporting the company's journey to excellence.
- Keep outlook calendars up to date at all times.

Key Responsibilities: The above duties are not an exhaustive list and should be viewed as guidance. Your line manager or Portal's Senior Management team may ask that you take part in additional duties in order to fully utilise your experience, skills and knowledge.

Key Performance Indicators

Measure	QA Activity	Performance Indicators
Core Values	Demonstrated Core Values	(RAG) Green
Delivery	All learner work to be marked/assessed within one month of being submitted on One File	100%
	Maintain a 25% risk rating for all qualifications delivered.	100%
Performance & Conformance	Learner attainment rate of 85%	100%
	Timely achievement rate of 80%	100%
	Achieve all relevant ES qualifications, equal to or below 10 months from learner start date	100%
	No reviews with actions over one month since the review date.	100%
	No reviews over 45 days (Portal expectation is that reviews are conducted every 4 weeks/monthly)	100%
Suspensions to be compliant to Welsh Government Specification, returned to learning on or before the expected return date.	100%	

Person Specification:

Personal Qualities

- A proven track record in working within similar roles.
- Excellent communication skills both written and verbal.
- A highly self-motivated individual with a positive 'can do' attitude.
- Good attention to detail.
- Good time management skills.
- Customer or Client Service Orientation.
- Good presentation skills.
- An excellent relationship builder.
- Good negotiation skills.

Essential Experience and Skills

- A minimum of 3 years' experience of working within a childcare setting.
- Obtains a qualification in childcare (for children ranging between ages 0 -19) at level 3 minimum or equivalent.
- Excellent Microsoft Office skills.
- A good level of Maths and English.
- Fluent Welsh speaker.
- Holds a full U.K driving licence.

Desirable Experience and Skills

- Holds assessor qualification (E.G. TAQA/A1/D32).
- Holds internal verifier qualification (E.g. TAQA, V1).
- Experience of assessing vocational based qualifications/assessment practice.
- Experience of Work Based Learning.
- Obtains a qualification in childcare (for children ranging between ages 0 -19) at level 5 or equivalent.
- Experience of in working with different electronic platforms such as Learning Assistant and/or One File