

Job Description

Job Title: **Early Childhood Education Qualification Tutor**

POSCODE: CCC1088

Grade: **SO2**

Overall purpose of the job

Please write one or two sentences about why the job exists. Focus on the achievement of the key end results of the job.

The Local Authority is required by legislation to deliver funded Early Years places to two, three and four year old children at Early Years providers registered with Ofsted (*Early education and childcare: Statutory guidance for local authorities, DfE, 2018*). These registered providers are required to follow the Early Years Foundation Stage (EYFS) Statutory Framework (2024) which sets the standards that must be met to ensure that children learn and develop well and are kept healthy and safe. This includes meeting mandatory ratio requirements with qualified practitioners.

The Early Childhood Education Qualification Tutor has a vital role in delivering accredited qualifications to learners across Cambridgeshire that ensure Early Years providers have the qualified workforce needed to operate. The Early Childhood Education Qualification Tutor also plays a pivotal role in actively promoting Early Years and Childcare as a career pathway. The development of future Early Years practitioners is vital to ensure that the County have a highly qualified and sustainable workforce in order to improve outcomes for children, particularly the most disadvantaged. The Early Childhood Education Qualification Tutor provides a supportive environment where learners are able to thrive, complete their accredited qualification and become part of a highly skilled workforce of Early Years professionals.

Main accountabilities

Please list the accountabilities in descending order of priority. Please include 6-9 accountabilities.

Main accountabilities	
1.	<p>QUALIFICATIONS DELIVERY (65%)</p> <ul style="list-style-type: none"> • Deliver high quality Early Childhood Education qualifications up to level 5, using blended (online and face-to-face) methods of teaching and assessment which are inclusive, flexible and promote the active engagement of learners. • Work in partnership with funding providers to deliver Early Childhood Education accredited qualifications to funded learners. • Plan and deliver Early Childhood Education qualifications within the required course frameworks, ensuring marking and assessment responsibilities are compliant. • Assess candidates according to the QCF Guidelines and Code of Practice in relation to equality, health and safety, environmental protection and access. • Complete workplace observations and assessments of learners across Cambridgeshire matched to qualification standards. • Ensure learner practice is conducted in line with statutory legislation and identify any breaches in safeguarding when they arise, follow the procedures to address safeguarding related matters and escalate them as soon as possible.

	<ul style="list-style-type: none"> • Monitor and assess learner tasks and homework activities within set timescales using OneFile, ensuring that assignments/assessments are completed on time, meet the required standards and continuous feedback is provided to ensure learners are engaged and supported. • Establish good relationships with learners and mentors. Respond appropriately to their needs and wellbeing, provide constructive feedback and encourage them through regular coaching and support to keep them engaged. • Identify where additional support for learners is required. Offer flexibility in course delivery, review and adapt methods of support to keep learners on track.
2.	<p>DEVELOPING QUALIFICATION PROGRAMMES (10%)</p> <ul style="list-style-type: none"> • Work with the Qualifications Coordinator to plan and design teaching programmes in response to local and national reforms and in collaboration with funding provider requirements. • Review and develop schemes of work and lesson plans, from introductory level up to level 5, in Early Childhood Education. • Contribute to the development of online teaching materials and webinars. • Maintain knowledge of a variety of teaching methodologies and develop training and learning resources to promote inclusive learning and encourage learner involvement.
3.	<p>INFORMATION, ADVICE & GUIDANCE (5%)</p> <ul style="list-style-type: none"> • Undertake pre-course interviews with new learners to ensure they are suitable for the course they have applied for and to provide advice and guidance about funding that is available. • Analyse findings from evaluation of course delivery and data analysis, and develop courses to accommodate the needs of learners. • Provide advice and guidance about career pathways and qualification routes to support individuals to achieve their career aspirations. Encourage practitioners to fulfil their full potential as Early Years and Childcare professionals. • Promote inclusive and anti-discriminatory practice to support workers with barriers to learning. • Promote and support the Early Years Workforce Strategy, Recruitment & Retention Strategy and other local and national initiatives.
4.	<p>MONITORING & REPORTING (10%)</p> <ul style="list-style-type: none"> • Participate in rigorous internal and external monitoring and standardisation of learner portfolios to ensure compliance with awarding organisation, funding provider and County Council impact monitoring. • Maintain learner records and registers to ensure compliance with funding provider reporting procedures. • Ensure accurate, appropriate and timely provision of information for management reports and analysis. Produce appropriate reports and written communication as required. • Conduct individual career development interviews with all learners on completion of a qualification.
5.	<p>QUALITY ASSURANCE (5%)</p>

	<ul style="list-style-type: none"> ▪ Maintain records and systems using OneFile portfolios in line with the Early Years Qualifications Centre Policies and Procedures to ensure compliance with the awarding organisation. ▪ Participate in standardisation and team meetings to ensure high quality and consistency of delivery. ▪ Undertake appropriate training to ensure vocational competency in specialist subject areas.
6.	<p>PERSONAL TRAINING & DEVELOPMENT (5%)</p> <ul style="list-style-type: none"> • Update and maintain own knowledge of local and national developments in Early Years and Childcare. • Maintain an up-to-date understanding of recruitment and retention within the Early Years and Childcare sector locally and nationally. • Develop and promote inclusion through all aspects of work. • Ensure that all areas of work comply with the county policy of equality and anti-discriminatory practice and the Early Years Qualifications Centre Equalities Policy. • Undertake regular external training as required by awarding organisation and funding provider e.g. national conference, Prevent duty, safeguarding.
7.	Demonstrate an awareness and understanding of equality, diversity and inclusion.

Safeguarding commitment *(Include for roles involving work with children/vulnerable adults)*

We are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and adults/learners in further education. We require you to understand and demonstrate this commitment.

Person Specification

Qualifications, knowledge, skills and experience

Minimum level of qualifications required for this job

Qualifications Required	Subject	Essential/ Desirable
Graduate level or equivalent extensive experience	Early Years	E
Level 3	Early Years	E
Level 3 assessor qualification	Award for Achievement in Vocational Assessment (AVA)	E
Verifier / IQA Award		D
Trainer Qualification		D
Level 3	Playwork	D

Minimum levels of knowledge, skills and experience required for this job

Identify	Describe	Essential/ Desirable
Knowledge		
Early Years Foundation Stage	<p>Up-to-date knowledge and understanding of key statutory documentation, legislation and current issues e.g.</p> <p>Early Years Foundation Stage Statutory Framework (2024)</p> <p>Childcare Act 2006</p> <p>Early Education and Childcare - Statutory guidance for local authorities (2024)</p>	E
Early Childhood Education Qualifications	<p>Up-to-date knowledge of range of qualifications relevant to the sector from introductory to graduate-level courses.</p> <p>Working knowledge about how to assess and deliver qualifications training programmes using online assessment systems.</p> <p>Knowledge of methods and approaches to help adults learn effectively.</p>	E

	Up-to-date knowledge about qualification routes and career pathways in Early Childhood Education.	
Skills		
Training delivery	Ability to plan, develop, review and deliver qualifications training. Ability to carry out assessment against National Occupational Standards. Ability to adopt a variety of approaches to meet the needs of learners.	E
Time management / organisation	Good organisation and time management skills to ensure work is submitted, assessed and marked within deadlines.	E
Communication	High interpersonal and diplomacy skills in order to work effectively with a diverse workforce.	E
Resilience	Ability to remain calm under pressure and prioritise work where there might be conflicting tasks.	E
Flexible and adaptable	Ability to adapt approaches to meet the needs and requirements of learners.	E
Experience	Give an idea of the type and level of experience required do not specify years of experience.	
Early Years and Childcare	Proven knowledge, skills, experience and occupational competency in the Early Years and Childcare sector.	E
Community Projects	Knowledge about working in relevant community projects.	D
Playwork	Proven competency in playwork practice.	D
Equality, Diversity and Inclusion (applies to all roles.	Ability to demonstrate awareness and understanding of equality, diversity and inclusion and how this applies to this role.	
Safeguarding (include for roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults and adults/learners in further education	
Special Requirements	Clean driving licence and use of car. An ability to travel around the county [business mileage will be paid]. Willingness to work outside of office hours.	

Disclosure level

What disclosure level is required for this post?	None	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed	Hybrid	Field	Remote	Mobile
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