



# JOB DESCRIPTION

Job Title:	<u>EPA Early Years Lead</u>	Version:	<u>1</u>
Department:	<u>Quality Assurance</u>		
Reports To:	<u>Head of EPA Quality</u>		
Supervises:	<u></u>		
Grade:	<u></u>	Date:	<u>August 2024</u>

## Purpose of Job:

The EPA Early Years Lead will conduct and moderate high-quality, fair, and consistent End-point Assessments for Early Years apprentices, ensuring that they meet the requirements of the relevant apprenticeship standards.

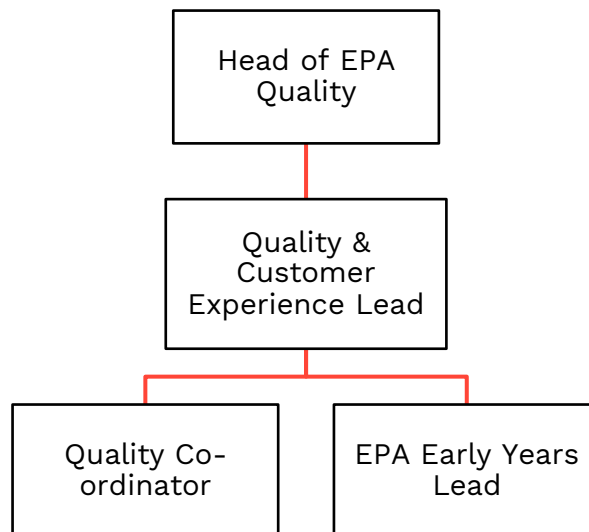
The EPA Early Years Lead will evaluate apprentices' knowledge, skills, and behaviours against set criteria, ensuring compliance with regulatory guidelines, and maintaining the integrity of the assessment process.

The EPA Early Years Lead will work to support the associate workforce of EPA assessors and internal quality assurance, contribute to continuous improvement initiatives, and collaborate with stakeholders to ensure smooth and transparent assessment operations.

## Dimensions:

Financial:	Not directly responsible for a budget, but works closely with the Head of EPA Quality to ensure the efficient delivery of services.
Staff:	No direct reports, however, strong relationship with and support for the associate workforce.
Others:	

## Organisation Structure:



## Principal Accountabilities:

- Undertake remote and face-to-face End-point assessments for all Early Years standards Levels 2-5, in a timely manner and in line with regulatory requirements.
- Evaluate apprentices' knowledge, skills and behaviours against the criteria outlined in the Early years apprenticeship standards.
- Maintain service-level agreements with regards to responding to End-point assessment planning, operational activities, reports and submissions of assessment outcomes.
- Report all risks and issues encountered during the End-point assessment to the Quality and Customer Experience Lead, including any suspected malpractice/maladministration .
- Ensure all End-point assessment reports and assessment evidence are high quality and recorded accurately.
- Follow the protocols set out in assessment standards, assessment materials and quality assurance processes, relating to End-point assessments
- Moderate End-point Assessments to ensure consistency and accuracy across different assessors and standards providing constructive feedback to maintain high standards of assessment quality.
- Work with colleagues to implement internal quality assurance and moderation procedures across all Early Years standards, as directed by the Head of EPA Quality.
- Assign risk ratings and regularly review to identify and mitigate potential issues that could impact assessment integrity and compliance.
- Support the Quality and customer experience Lead to deliver and facilitate in-person and online training for Early Years Independent Assessors to cover procedural, process and best practice quality assurance strategies for a range of assessment methods.

- Maintain and provide evidence of up to date and ongoing, relevant Continuous Professional Development (CPD)
- Keep up-to-date with changes in industry standards, regulatory requirements, and best practices in the Early Years sector.
- Use technical expertise to work with colleagues on the design, development, improvement and maintenance of EPA products for Early Years standards
- Actively contribute to the continuous improvement of assessment processes and tools, identifying opportunities for enhancement and participating in relevant projects.
- Provide technical expertise and support to colleagues including the quality and customer experience lead and EPA administrators to resolve customer queries and complete EPA Surgeries.
- Provide key performance indicator updates as required.

### **General Responsibilities:**

- Undertake training and development as required by the organisation.
- Demonstrate by actions commitment to organisation's Values.
- Demonstrate by actions commitment to equality, diversity and inclusion.
- Any other duties commensurate with role to support the organisation's business needs.
- To be responsible for their own health and safety.

### **Working Relationships and Contacts:**

- Daily contact with the Head of EPA Quality
- Daily contact with the Quality and Customer Experience Lead
- Daily contact with the Quality Co-ordinator
- Daily contact with the EPA administrators
- Daily contact with Independent assessors.
- Regular contact with customers.
- Regular contact with the Head of EPA Services and the EPA administration team.

## Person Specification:

ATTRIBUTES	ESSENTIAL	DESIRABLE
<p><b>Knowledge</b> <i>This relates to the level and breadth of knowledge required to do the job, e.g. an understanding of a defined system, practice, method or procedure.</i></p>	<ul style="list-style-type: none"> <li>• Have expert and up to date knowledge of End-point assessment and quality assurance processes and practices.</li> <li>• Have a broad knowledge of vocational assessment and quality assurance across multiple sector subject areas.</li> <li>• Ability to work to deadlines under pressure.</li> <li>• Have a working knowledge of Ofqual and IfATE regulations and requirements for conducting end-point assessment and quality assurance activities.</li> <li>• IT literate.</li> <li>• Have expert knowledge of the EDI landscape in particular vocational education.</li> </ul>	<ul style="list-style-type: none"> <li>• Have expert knowledge of Ofqual and IfATE regulations and requirements for conducting end-point assessment and quality assurance activities.</li> </ul>
<p><b>Technical/Work-based Skills</b> <i>This relates to the skills specific to the job, e.g. language fluency, typing skills, etc.</i></p>	<ul style="list-style-type: none"> <li>• Excellent communication skills, including diplomacy and negotiation skills.</li> <li>• Excellent proof reading skill/ Exceptional Eye to detail.</li> <li>• Ability to remain calm dealing with problems.</li> <li>• Problem solving.</li> <li>• Sound organisational skills.</li> <li>• Excellent writing skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Hold advanced qualifications in a vocational specialism.</li> </ul>
<p><b>General Skills/Attributes</b> <i>This relates to more general characteristics required to do the job effectively, e.g., effective written communication skills, ability to delegate, motivation or commitment etc.</i></p>	<ul style="list-style-type: none"> <li>• Good communication skills.</li> <li>• Able to make effective decisions.</li> <li>• Can anticipate problems, their degree of complexity and provide solutions.</li> <li>• Ability to professionally represent VTCT externally.</li> <li>• Willingness to undertake training and development activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent rapport building skills.</li> <li>• Excellent consultative selling skills.</li> </ul>

<p><b>Experience</b>  <i>This is the proven record of experience and achievement in a field, profession or specialism. This could include a minimum period of experience in a defined area of work (take care to ensure period stated is appropriate and not unnecessarily excessive).</i></p> <p><i>Please include a minimum no. of years' of experience where possible (i.e. 3+ years).</i></p>	<ul style="list-style-type: none"> <li>• 3+ years' Experience within the specialist vocational sector.</li> <li>• 3+ years' Experience in teaching, assessing and internal quality assurance on vocationally related skill-based courses of learning.</li> <li>• Evidence of assessing apprentice competence, at the level or above of the End-point Assessment or as specified in the assessment standard.</li> <li>• Ability to work independently and flexibly, using initiative and professionalism.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of liaising directly with regulators.</li> </ul>
<p><b>Qualifications</b>  <i>Please state the level of education and professional qualifications and/or specific occupational training required.</i></p>	<ul style="list-style-type: none"> <li>• Qualified to Level 6 in Early Years and Children.</li> <li>• Level 3 Certificate in Assessing Vocational Achievement (or legacy equivalent).</li> <li>• Level 4 Certificate in the Internal Quality Assurance of the Assessment Process (or legacy equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>• Teaching or educational assessment qualification, above level 5.</li> </ul>



## Job Description Confirmation Section

**Job Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**I confirm that this is a true and accurate reflection of this job**

\_\_\_\_\_  
**LINE MANAGER/SUPERVISOR**  
signature

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

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**JOBHOLDER signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

**Comments/Notes:**

## Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
6	HR Advisor	September 2024	Document moved to new template	HR Advisor

## Document Review

Role	Review Status
HR Advisor	Update complete

## Document Owner

Document Owner	Document shared with
HR Advisor	HR Director

## Document Sign-off

Role	Sign-off Date
HR Advisor	September 2024