# Independent End Point Assessor for Early Years Level 3 Apprenticeships - Role Description and Person Specification

This document must be viewed alongside the document:

* BPN General Independent End Point Assessor Job Description

We believe the quality of our assessments for Early Years apprenticeships is underpinned by selecting and training Independent End-Point Assessors (IEPA) who have significant experience:

* of working with Early Year personnel, and/or
* assessment of individuals within the early years sector

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| **Role title:** | Independent End-Point Assessor for Early Years Apprenticeships |
| **Status:** | Associate status i.e. not employed |
| **Reports to:** | Lead Assessor for Early Years Apprenticeships |
| **Works with:** | Lead Assessor, Senior Co-ordinator, Director for CPD and Accreditation, EPA Assessment Manager, IQA Lead for End Point Assessment, early years apprenticeship assessors and programme co-ordinators |
| **Location:** | Work from home with regional assessment visits as required. |
| **Main Purpose of Job:** | Responsible for high-quality EPA assessments for Early Years Apprenticeships. |
| **Duties:** | To ensure compliance with BPN policies  To ensure compliance with external regulatory requirements at all times  To bring added rigor and consistency to the assessment through a wider industry perspective, knowledge and experience  To Assesses all components of the final end-point assessment independently using  the agreed grading criteria  To participate in regular standardisation events and applies continuous CPD  To help identify improvements to the assessment systems and materials for apprentices, assessors and moderators |
| **Delivery:** | Each individual assessment requires:   * Liaison with an apprentice and setting to agree dates for assessment * Evaluation of an e-portfolio of learning containing typically 10-12 documents (laptop based) * Preparation of questions for the Professional Discussion * A professional discussion based on a portfolio of evidence. This may take place remotely or in the employers setting * Writing up and submission of assessment |
| **Person specification:** | Must:   * Have a sound understanding of the Early Years Level 3 Apprenticeship Standard, including the Knowledge, Skills and Behaviours required by apprentices on pages 21-24 of the [IfATE Assessment Plan](https://www.instituteforapprenticeships.org/media/5950/st0135_early-years-educator_l3_epa-adjustment-for-publication_28022022.pdf) for EYE v1.2, and the KSBs covered by the  [IfATE Assessment Plan for](https://www.instituteforapprenticeships.org/apprenticeship-standards/early-years-educator-v1-3) EYEv1.3 * Hold or be working towards an independent assessor qualification * Be a trained assessor with a recognised assessing qualification or able to demonstrate at least 3 years of practice in the field. (EYEv1.2) * Hold a full and relevant qualification at level 3, recognised by the DfE (EYE v1.3) * Have recent knowledge of the regulatory framework and other regulatory and legislative requirements such as safeguarding, duty of care, equality, diversity and inclusion and health and safety. * Have recent relevant experience of the occupation/sector to at least the same level as the apprentice gained in the last three years or significant experience of the occupation/sector. * Able to demonstrate an appropriate level of knowledge of the specialism / sector in which the apprentice is working. * Have held a role in childcare provision for at least 3 years (and within the last 3 years). * Have evidence of Continued Professional Development (CPD) to retain occupational competence, evidenced through CVs, CPD logs and any other relevant methods. * Be able to work effectively with a wide range of people, to communicate clearly and to maintain good working relationships * Capable of working towards tight deadlines * Able to use own initiative * Have a clean driving license and be willing and able to travel regionally to carry out observations in settings where required. * Be able to organise, plan and prioritise time and tasks effectively whilst meeting the needs of multiple stakeholders. * Be capable of working towards tight deadlines. * Be able to use own initiative. |

To apply, please send a CV (if not already submitted to BPN) and a completed BPN EPAO Early Years Assessor Application form to [epa@bestpracticenet.co.uk](mailto:epa@bestpracticenet.co.uk) explaining also:

* Your location and how far you would be prepared to travel. (for EPAs requiring a setting visit).
* An estimate of how many assessments you can commit to each year.