# 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 policiesTo 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 experienceTo Assesses all components of the final end-point assessment independently usingthe agreed grading criteriaTo participate in regular standardisation events and applies continuous CPDTo 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
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| **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.
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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 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.