

Sunshine Children's Centre Charity

Safeguarding Families from Watford & Surrounding Areas

Charity registration number - 1126230



www.sunshinecharity.com

Job Title: QCF Assessor (Adult Classes, Groups & Individuals)
Managed by: Chief Executive Officer
Responsible for: Supporting activities at Sunshine Children's Centre Charity by caring, maintaining and cleaning the building.
Hours: 4 hours per week (teaching Wed 1-3pm + 2 hours preparation & observation)
Salary: £13 per hour (term-time only)
Term: 1 year fixed term.

Job Description

Function: To implement the aims of the charity
To work with the Course Co-ordinator to deliver training packages
To deliver training to groups or individuals and work in alignment with the childcare provision and the organisation's ethos and vision.

Key Tasks Deliver QCF Supporting Teaching & Learning in Schools level 2 and/or 3 training to parents, carers & grand-parents.
To be the second tutor in delivery of this project, duties include completion of daily monitoring and returns data for the funder. Manage attendance and achievement of learners with min 90% retention rate.

Program, Product and Service Delivery

Write a Schedule of Work and lesson plans in advance of each weekly session within the programme.

Policies

To abide by the policies of the charity, presented and signed during induction. Attend internal & external verification meetings and staff meetings as required. An enhanced CRB will be required and will be paid for by the successful candidate and deducted from the first pay slip.

Closing Date: 29th February 2012

Interview date: 12th March 2012



Supported by:

Patron: Author, Lola Jaye
83 Market Street, Watford WD18 0PT
Tel: 01923 330763
Charity Registration Number – 1126230
Limited Company (non profit) – 06716459
Email: ceo@sunshinecharity.com

Supported locally by:
Richard Harrington MP,
Elected Mayor, Dorothy Thornhill &
Cllr Jane Pitman

Person Specification

Essential	<p>Experience of teaching adults and working in a training environment or college.</p> <p>Preparing to Teach in the Lifelong Learning Sector (PTTLs) qualification as minimum and working towards CTLLS or DTLLS is essential, unless prior teaching excludes the new statutory requirements.</p> <p>Experience of working for a not for profit organisation</p> <p>Hold membership of the Institute For Learning (IFL)</p> <p>Experience in working with families and community</p> <p>Experience of working within a team & independently</p> <p>Hold a computer qualification or show computer literacy skills to a good level</p> <p>Willing to take our own Literacy & Numeracy Assessments prior to appointment.</p> <p>Will to undertake an enhanced CRB check.</p> <p>Eligible to work in the UK.</p>
Desirable	<p>Hold an AI Assessor Qualification for NVQ/QCF in Childcare.</p> <p>Hold a Certificate in First Aid</p> <p>Hold a current driving license and have own transport (although teaching & observing level 2 is within the charity building).</p> <p>Be a designated senior person for child protection</p> <p>Hold an Adult Teaching Qualification (Evidence of qualification and certification are required)</p>

Terms of Employment

Salary	£24,331 per annum (pro-rata, term-time only)
Contract	Hourly paid over a 12 month contract ending March 2013. The contracted hours for the STLS2A class is currently Wednesday 1-3pm term-time during classroom teaching hours (timetabling to be confirmed) although additional hours and courses may be available. Observation in the work place is necessary and will be scheduled in collaboration with the CEO and paid accordingly. Travel costs from office to work observations is paid using www.theaa.com to calculate travel at 35p a mile.
Annual Leave	Must be taken during term breaks. In addition, you will be entitled to all statutory bank holidays that you are working.
Maternity Leave	All pregnant women are entitled to unpaid maternity leave, regardless of how long they have worked for the Charity. If, however, you have more than 26 weeks service at the 15th week before the expected week of childbirth you will be entitled to paid leave at 9/10ths for 6 weeks and half pay for 12 weeks. You will also qualify for Statutory Maternity Pay for 39 weeks if you have paid enough National Insurance. This is then supplemented by unpaid leave up to a maximum of 52 weeks.
Maternity Leave	Anyone who cares for the mother of the baby is entitled to 5 days leave (pro rata) at full pay, which is taken at or around the time of the birth.
Paternity Leave	10 days leave, pro rata paid at current Statutory Paternity Pay Rate, is available to partners within six weeks of the birth of the child.
Adoption Leave	The Charity provides for the same entitlement as the maternity leave scheme for the adoptive parent.
Compassionate Leave	Up to 5 days paid leave days are available for reasons of bereavement of close relative or domestic distress at the discretion of the CEO.