



Sunshine Children's Centre Charity

Watford & Surrounding Areas

www.sunshinecharity.com

Job Description

Accountable to: Course Co-Ordinator (Chief Exec in absence)

Job Title: QCF Assessor (Adult Classes, Groups & Individuals)

Function:

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

Major Function & Responsibilities

1. **Deliver QCF Children's Workforce Development level 2 and/or 3**
To be the main link in delivery of this project, including completion of monitoring and returns data for the funder.
2. **Program, Product and Service Delivery –**
Write a Schedule of Work and lesson plans in advance of each weekly session within the programme.
3. **Financial, Tax, Risk and Facilities Management –**
This is an hourly paid role, which will be paid through the charity payroll on a monthly basis.
4. **Policies –**
To abide by the policies of the charity, presented and signed during induction. An enhanced CRB will be required and will be paid by the successful candidate.

Person Specification

Essential

- Experience of teaching adults and working in a training environment.
- 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.
- Experience of working with a not for profit organisation

Patron: Lola Jay

83 Market Street, Watford WD18 0PT

Tel: 01923 330763 Email: ceo@sunshinecharity.com

Charity Registration Number – 1126230 Limited Company (non profit) - 06716459



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- Hold membership of the Institute For Learning (IFL)
- Experience in working with families and community
- Experience of working within a team & independently
- Hold a computer qualification or show computer literacy skills to a good level
- Willing to take our own Literacy & Numeracy Assessments.
- Eligible to work in the UK.

Desirable

- Hold an AI Assessor Qualification for NVQ in Childcare.
- Hold a Certificate in First Aid
- Hold a current driving license and have own transport (although teaching & observing level 2 is within the charity building).
- Be a designated senior person for child protection
- Hold an Adult Teaching Qualification (Evidence of qualification and certification are required).

Terms of Employment

Salary £24,331 per annum pro-rata

Contract 10 month fixed term contract ending June 2012
The contracted hours are currently Mon & Tue 9.30-11.30, 1-3pm or 4-6pm during classroom teaching hours (timetabling to be confirmed).

Annual Leave This post offers 17 days pro rata paid holiday to be taken after the earned qualifying period and length of service, which must be taken during closures.

In addition, you will be entitled to all statutory bank holidays (pro-rata for hours worked).

Maternity Leave All pregnant women are entitled to maternity leave,

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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 Support Leave	Anyone who cares for the mother of the baby is entitled to 5 days leave at full pay, which is taken at or around the time of the birth. Notice of leave to be agreed with the CEO four weeks prior.
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	This provides for the same entitlement as the maternity leave scheme for the adoptive parent.
Compassionate Leave	Up to 10 days (unpaid) are available for reasons of bereavement or domestic distress. Holiday entitlement or TOIL may be used at the discretion of the CEO.

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