

External Quality Assurer – Early Years Educator

RESPONSIBLE TO:	Head of Quality and Standards
STATUS:	Contractor
SALARY:	£150 per day/ £21.50 per hour

Introduction

Open Awards offers a range of specialist qualifications to help meet our company ethos to Change Lives Through Learning. We are looking for a sector expert to externally quality assure the work of approved providers delivering the following qualifications:

- Open Awards Level 3 Diploma for the Early Years Educator

The primary purpose of this qualification is to prepare learners to work within the specific occupational sector of Early Years Education. The qualifications are recognised by The Department for Education as meeting the requirements that staff must meet to be recognised as Level 3 members of staff for the purposes of working within the EYFS staff:child ratios.

The unit specifications have been written to meet the criteria that Early Years Educator (Level 3) qualifications must meet to be recognised as full and relevant by the Department for Education. These criteria outline the minimum skills, knowledge and understanding that a practitioner must demonstrate to meet the EYFS and support the learning and development of young children.

Assessment is by a portfolio of evidence which is based on coursework including videos/ photographs, evidence of practical activities, reflective journals, question and answers and recorded professional discussions.

The qualifications are available for delivery across the UK and internationally. External quality assurance is expected to take place remotely with learner evidence available via SharePoint.

Role Purpose

- To confirm that the delivery and assessment of the course is appropriate and that the assessment strategy employed is appropriate and conforms to Open Awards' specifications as set out in the Qualification Guide;
- To confirm that all recommendations for the award of credit have been subjected to a rigorous internal verification process that meets the minimum published requirements of the awarding organisation (See Open Awards Provider Handbook for guidance);

- To make recommendations for improvement and to support an ethos of continuous quality improvement;
- To report all findings to Open Awards, using the appropriate report format, and in language that is appropriate to its audience, i.e. Heads of Organisations, Quality Managers, Assessors;
- Attend/contribute to Open Awards training and standardisation events as required.

Skills and Experience Required

- Working knowledge of early years settings, the regulation, legislation and codes of practice for the service (where applicable) at the time any assessment is taking place
- Hold, or be working towards, the appropriate external verifier qualification as identified by the qualification's regulators.
- Credible experience which is clearly demonstrable through continuing learning and development Relevant sector specialist knowledge
- A sound understanding of assessment
- Recent experience of internal or external quality assurance of Ofqual-regulated qualifications
- The ability to produce excellent reports to agreed deadlines
- Excellent interpersonal skills and proven organisational ability
- A commitment to equal opportunities and widening participation
- Excellent attention to detail

About You

Key requirements, knowledge, skills and experience:

- Recent experience in external quality assurance
- Subject sector specialist knowledge and qualifications
- Able to work unsupervised in a timely manner
- Adhere to our customer service standards
- Able to obtain buy-in to suggested/mandatory actions required to maintain compliance

This position is on a self-employed basis and we consider our payment structure to be in line with industry average.

Please note that appointment to the bank of external quality assurers does not necessarily guarantee that work will be available in any particular year.



Changing lives through learning

Next Steps

Please send a CV and a covering letter detailing your relevant skills, knowledge and experience to quality@openawards.org.uk. If you would like to know more about the role, please contact Andrew Bardsley, Head of quality and standards, 07494857290.

[Who We Are](#)

[Our Mission, Vision and Values](#)

[Meet the Team](#)

[Our Customer Service Promise](#)

[Job Vacancies](#)

We are truly 'Open' so get in touch if you would like to discuss anything or ask for advice.